



**Office of
General Services**

Enterprise Enhancement Phase 1 Traveler Overview

May 8, 2015

Workflow through the Statewide Financial System (SFS)

9.2 Travel and Expense Module

- Create Expense Reports
- Modify Expense Reports
- View Expense Reports
- Available Functions

Note: The screen shots in this Power Point presentation are subject to change as EE1 is finalized for “Go Live”.

Slide 4: Expense Report Workflow

Slide 5: Accessing SFS

Slide 6: Time Out Reminder

Slides 7: SFS-EE1-Main Menu

Slides 8-9: Create Expense Report

Slides 10-11: Quick Start

Slides 12-13: Business Purpose

Slide 14: Report Description

Slide 15: Reference

Slide 16: DOB Approval Code

Slide 17: Default Location

Slide 18: Out of State

Slide 19: Work Location

Slide 20: Official Station

Slide 21: Obligation Date

Slide 22: Travel Dates

Slide 23: Normal Work Hours

Slides 24-26: Attachments

Slide 27: Accounting Details

Slide 28: Expense Lines

Slide 29: Adding Additional Expense Line

Slides 30-31: Quick Fill Option

Slide 32: Description

Slide 33: Payment Type

Slide 34: Billing Type

Slide 35: Adding Travel Card Charges, “My Wallet”

Slides 36-38: “My Wallet”, Select and Specify

Slide 39: Reminder

Slide 40: Save for Later

Slide 41: Choose an Action

Slides 42-45: Receipt Split

Slides 46-50: Itemize Hotel Bill

Slide 51: Adding out of Pocket Expenses

Slide 52: Expand All/Collapse All

Slide 53: Modify Expense Report

Slide 54: Summary and Submit

Slide 55: Summary and Submit “Certification”

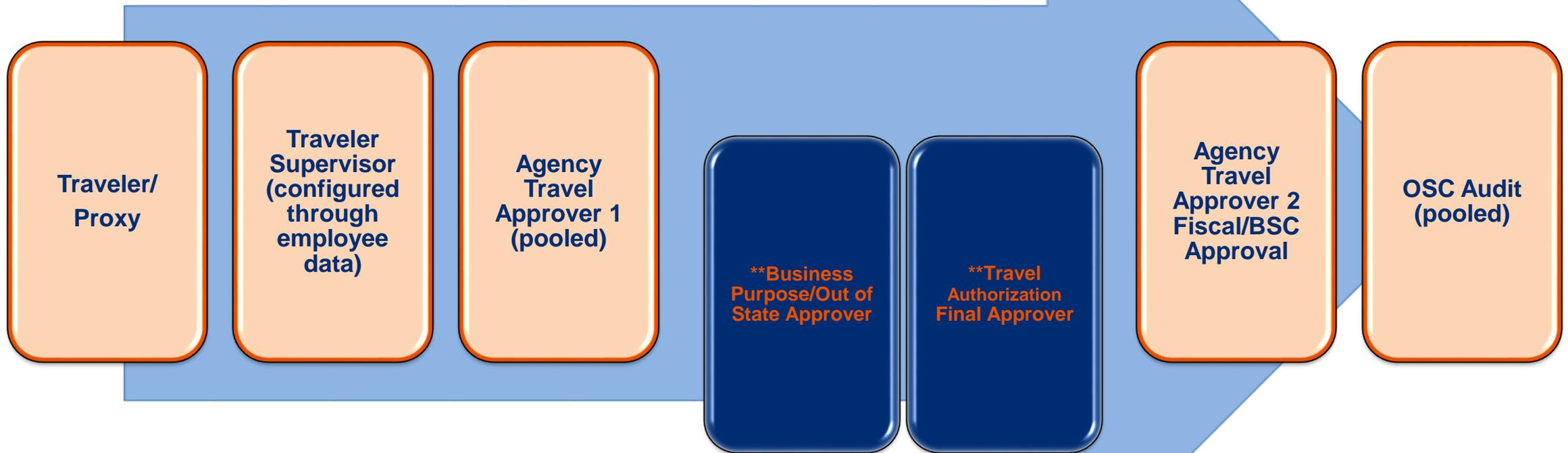
Slide 56: Submit Expense Report

Slide 57: “Submit” Verification

Slides 58-62: View Expense Report

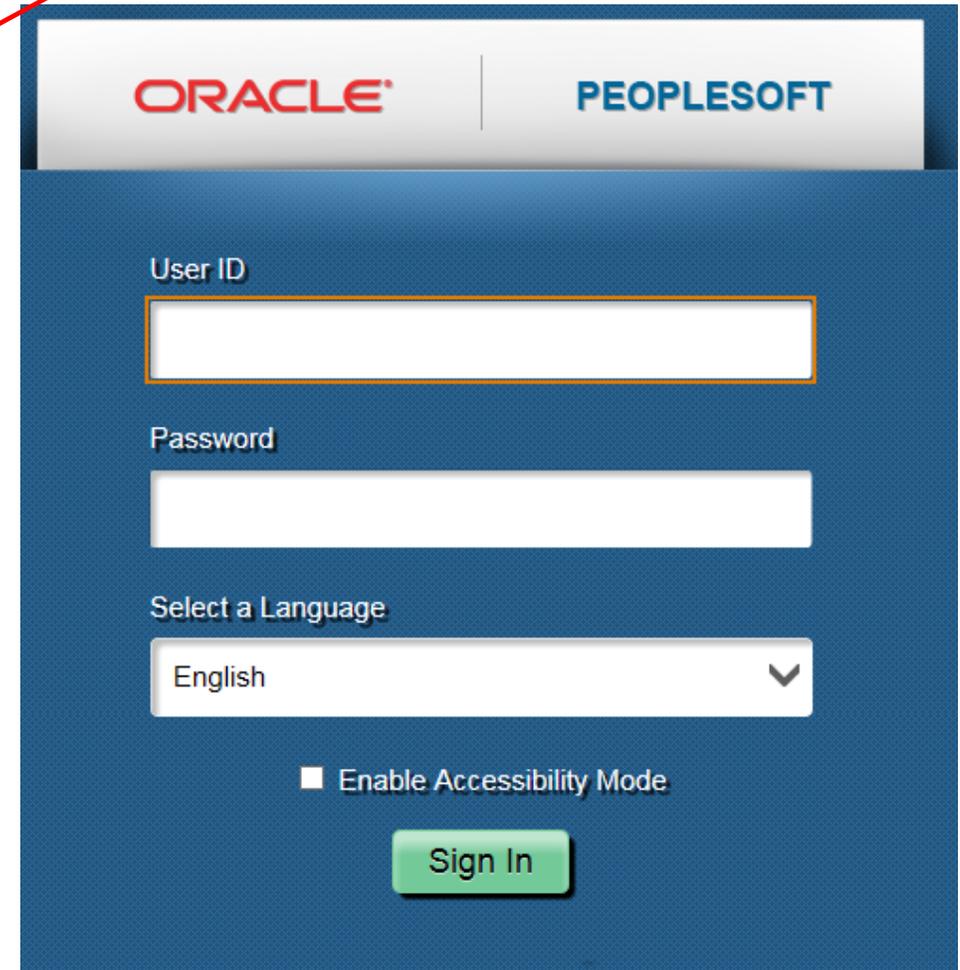
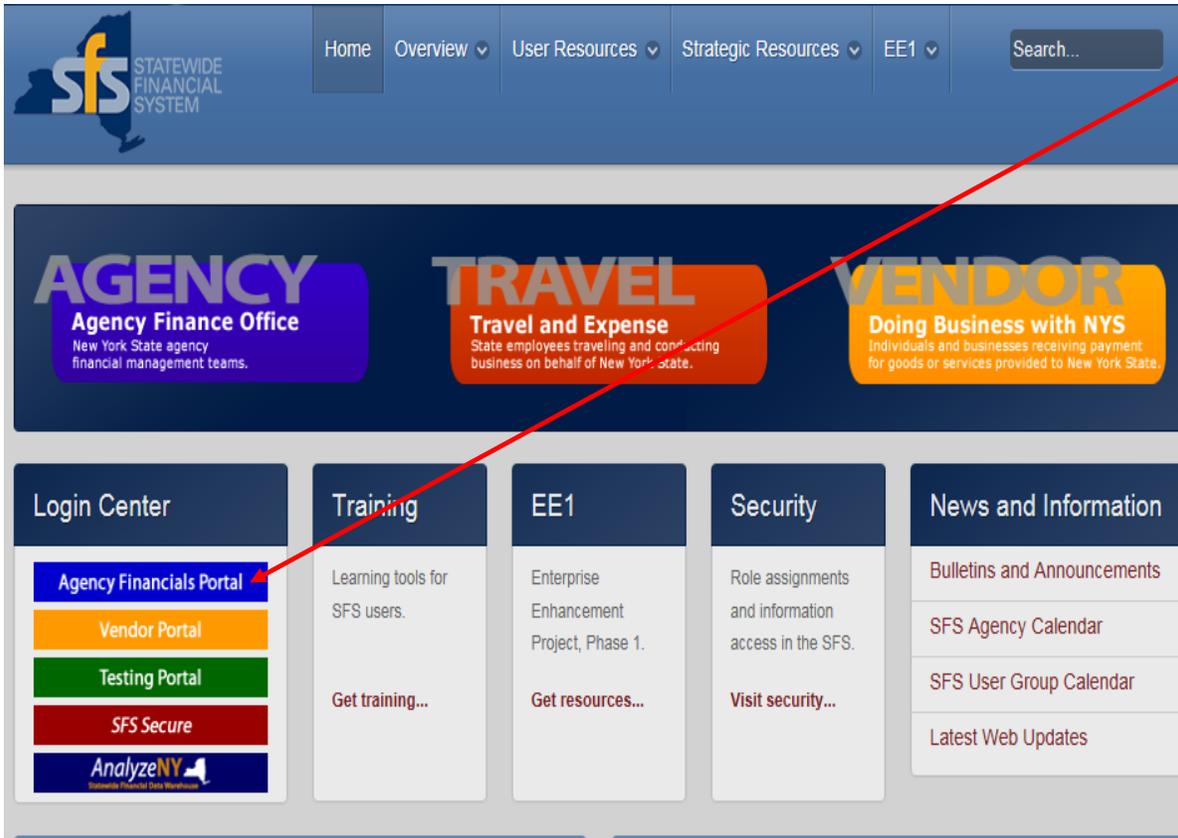
Slide 63: Need Help?

Submitted expense reports in the Travel & Expense module will follow this workflow through SFS:



**These workflow steps vary based on individual agency role mapping.

To access SFS Portal, <http://www.sfs.ny.gov> . Click on “Agency Financials Portal” and you will then be prompted to log in. You will need an SFS User ID and Password.



As the traveler is entering information in the expense report, periodically they should remember to “Save” the expense report. SFS times out after 20 minutes. Information not saved when SFS times out, will be lost. When SFS times out, you will receive the screen below. Click on “Sign in to PeopleSoft” to get back to the log in screen (seen in slide 5).



SFS – EE1 – Main Menu

Favorites ▾ Main Menu ▾

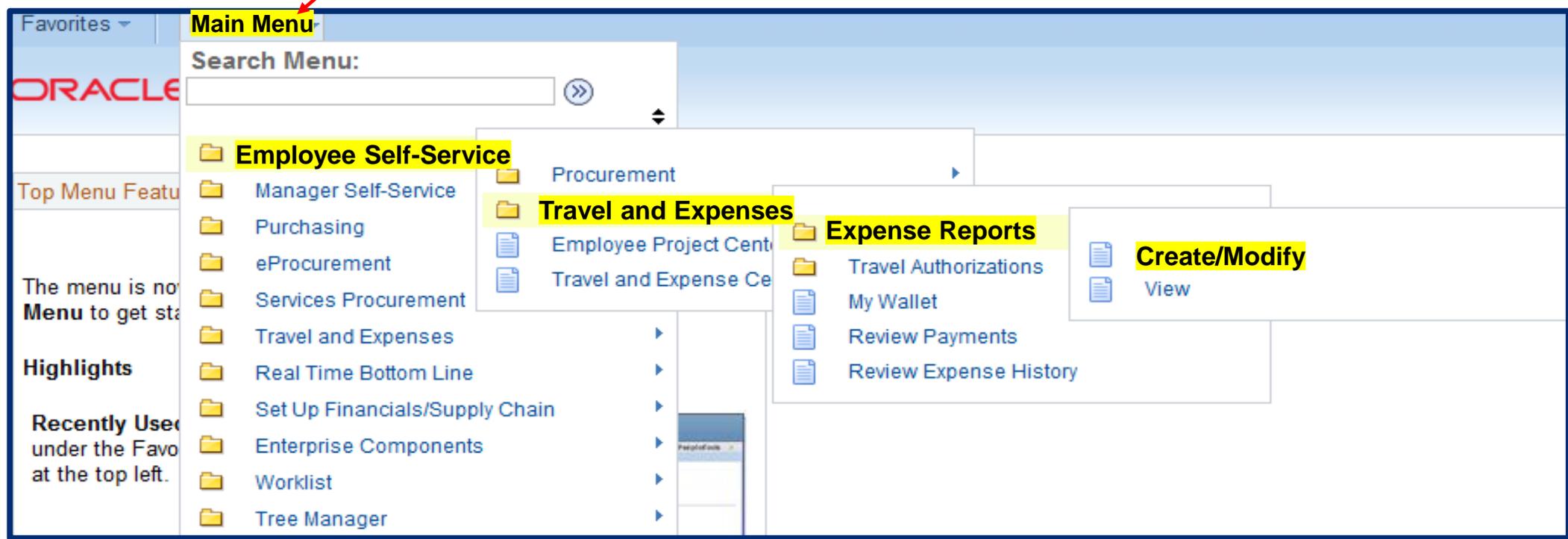
sfs

Menu ↻ ⚙️

Search: »

- ▶ SFS OBIEE Reports
- ▶ Employee Self-Service
- ▶ Manager Self-Service
- ▶ Supplier Contracts
- ▶ Customers
- ▶ Order Management
- ▶ Items
- ▶ Suppliers
- ▶ Procurement Contracts
- ▶ Purchasing
- ▶ eProcurement
- ▶ Services Procurement
- ▶ Real Estate Management
- ▶ Travel and Expenses
- ▶ Billing
- ▶ Accounts Receivable
- ▶ Accounts Payable
- ▶ eSettlements
- ▶ Asset Management
- ▶ Banking
- ▶ Commitment Control
- ▶ General Ledger
- ▶ Allocations
- ▶ Statutory Reports
- ▶ Set Up Financials/Supply Chain
- ▶ Enterprise Components
- ▶ SFS Processes
- ▶ Worklist
- ▶ Tree Manager
- ▶ Reporting Tools
- ▶ PeopleTools
- ▶ Tax Center
- ▶ My Personalizations
- ▶ My System Profile

Follow this path to “Create/Modify” an SFS expense report (ER). Start by clicking on “Main Menu”:



The user's employee ID number will appear. Click "Add" to start a blank report.

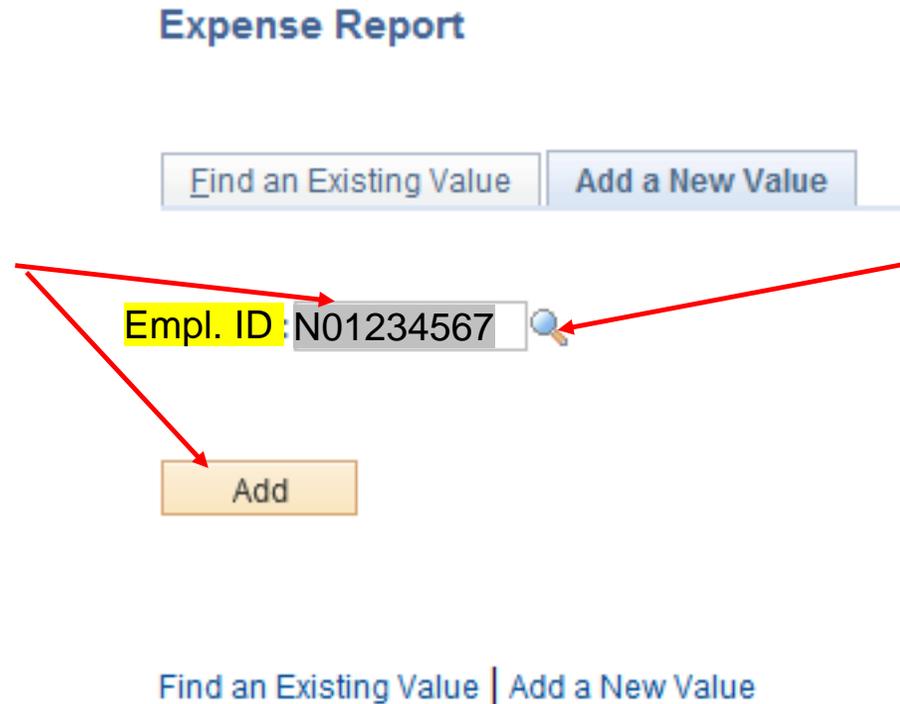
Expense Report

Find an Existing Value | Add a New Value

Empl. ID: N01234567

Add

Find an Existing Value | Add a New Value



If opening as a Proxy, click the magnifying glass  to search for the traveler whose report you are preparing. Or, if you know the traveler's "N" number, enter in the "Empl. ID" field.

The traveler may use a blank report to create their ER, or they can use the “Quick Start” feature.

The “Quick Start” list allows the traveler to select the most efficient method to create their report. Click the drop down arrow. Make choice, then click “Go”.

The screenshot shows the Oracle Expense Reports interface. The breadcrumb trail is: Favorites > Main Menu > Employee Self-Service > Travel and Expenses > Expense Reports > Create/Modify. The page title is 'Create Expense Report'. The user is identified as ELIZABETH EXUME. The 'Quick Start' dropdown menu is open, showing options: 'Populate From', 'Template', 'A Travel Authorization', 'An Existing Report', and 'Entries from My Wallet'. A red arrow points from the text box to the 'Quick Start' label, and another red arrow points from the text box to the 'Go' button.

The “Template” feature is non-functional.

Travel Authorization: This allows the traveler to create an Expense Report (ER) generated from data pulled from an approved Travel Authorization (TA).

An Existing Report: This allows the traveler to create an ER generated from data pulled from an existing ER. Travel dates should be updated as necessary.

Entries from My Wallet: This allows the traveler to create an ER by selecting the credit card transactions from “My Wallet” before entering any header or out of pocket expenses.



The traveler is now ready to enter the “header” details for the ER.

The screenshot shows the 'Create Expense Report' form. At the top left, the title 'Create Expense Report' is displayed. To the right, there are links for 'Save for Later' and 'Summary and Submit'. Below the title, there is a 'Quick Start' section with a dropdown menu set to '...Populate From' and a 'GO' button. The main form area contains several input fields: 'Business Purpose' (a dropdown menu with 'Routine Travel' selected), '*Report Description', 'Reference', 'DOB Approval Code', 'Default Location', 'Travel Dates' (From and To fields), 'Attachments', 'Normal Work Hours' (From and To fields), 'Work Location' (Official Station Albany, NY), and 'Obligation Date'. There are also checkboxes for 'Out of State' and 'Expenses'. At the bottom, there is a table with columns for '*Date', '*Expense Type', 'Description', '*Payment Type', '*Amount', and '*Currency'. The table shows a total of 0.00 USD for both 'Totals (0 Lines)' and 'Non-Reimbursable Expenses'.

Choose your “Business Purpose”
Click the drop down arrow. Select the business purpose that best fits your travel (see next slide).

Business Purpose

- Agency Visit
- Cash Advance
- Conference
- Construction / Maint / Repairs
- Emergency Travel
- Enforcement
- Equipment Transportation
- Inmate / Client Transportation
- Inspection
- Legal Proceedings
- Meeting
- Non-Travel Expense
- Oversight
- Procurement
- Routine Travel
- Site Visit
- Test Administrations
- Training and Education Travel
- Travel for Audit
- Union Business

This is the list of the choices available when clicking the drop down arrow for "Business Purpose".

Click in the “Report Description” field. The description should be specific so the expense report can be identified quickly by the traveler and supervisor.

Create Expense Report Save for Later | Summary and Submit

Quick Start ...Populate From GO

*Business Purpose Routine Travel Default Location

Report Description Inspection at Empire State Plz

Reference Attachments

DOB Approval Code Out of State Work Location Official Station Albany, NY

Normal Work Hours From(HH:MI) To(HH:MI)

Obligation Date Totals (0 Lines) 0.00 USD

Expand All | Collapse All Add: My Wallet (0) Quick-Fill

*Date	*Expense Type	Description	*Payment Type	*Amount	*Currency
				0.00	USD

Expand All | Collapse All Non-Reimbursable 0.00 USD Totals (0 Lines) 0.00 USD

Enter a brief description of your trip . (This field has a 30 character limit.)

Create Expense Report

Save for Later | Home | Summary and Submit

Quick Start ...Populate From

*Business Purpose Routine Travel

*Report Description Inspection at Empire State Plz

Reference

DOB Approval Code Out of State

Default Location

Work Location Official Station Albany, NY

Obligation Date

Travel Dates From To

Normal Work Hours From(HH:MI) To(HH:MI)

Attachments

Expenses ?

Expand All | Collapse All Add: | |

Totals (0 Lines) 0.00 USD

*Date	*Expense Type	Description	*Payment Type	*Amount	*Currency
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00	USD

Non-Reimbursable Expenses 0.00 USD Totals (0 Lines) 0.00 USD

The "Reference" field is optional and agency specific. An example would be a travel code that your agency uses.

Create Expense Report

Save for Later | Home | Summary and Submit

Quick Start

*Business Purpose Default Location

*Report Description Travel Dates From To

Reference Attachments

DOB Approval Code Out of State Work Location Normal Work Hours From(HH:MI) To(HH:MI)

Obligation Date

Totals (0 Lines) 0.00 USD

Expand All | Collapse All Add:

DOB Approval Code

In-state travel \$500 or more, and all out-of-state travel requires DOB approval. Contact your agency Finance Office for further details/instruction.

If a DOB Approval was obtained for your travel, the Approval Code number must be entered in the "DOB Approval Code" field.

Create Expense Report

Quick Start ...Populate From

*Business Purpose Routine Travel ***Default Location NY ALBANY

*Report Description Inspection at Empire State Plz

Reference

Travel Code 123456-234-2014 Out of State Work Location Official Station Albany, NY

Obligation Date

Travel Dates From To

Normal Work Hours From(HH:MM) To(HH:MM)

Totals (0 Lines) 0.00 USD

***The “Default Location” is the city and state where you traveled, your “destination”.

To populate the destination where you traveled, type in the state’s two letter designation, space, and the first few letters of the city you visited. (See example)

NY AL

Expense Location	Description
28412	NY ALBANY
28413	NY ALBANY COUNTY
28414	NY ALBERTSON
28415	NY ALBION
28416	NY ALDER CREEK
28417	NY ALEXANDRIA BAY
28418	NY ALFRED
28419	NY ALLEGANY
28420	NY ALLEGANY COUNTY
28421	NY ALPINE

From here, choose your city or the county, if destination city does not populate.

Create Expense Report

Save for Later | Summary and Submit
Save for Later | Home | Summary and Submit

Quick Start ...Populate From

*Business Purpose Routine Travel Default Location NY ALBANY

*Report Description Inspection at Empire State Plz

Reference

DOB Approval Code 123456-234-2014

Out of State Location Official Station Albany, NY

Travel Dates From To

Normal Work Hours From(HH:MI) To(HH:MI)

Expenses ?

Expand All | Collapse All Add: | My Wallet (0) | Quick-Fill

Obligation Date

Totals (0 Lines) 0.00 USD

*Date	*Expense Type	Description	*Payment Type	*Amount	*Currency
				0.00	USD

Expand All | Collapse All

Non-Reimbursable Expenses 0.00 USD Totals (0 Lines) 0.00 USD

Check this box if travel is "Out of State".

Create Expense Report

Save for Later | Home | Summary and Submit

Quick Start

*Business Purpose Default Location

*Report Description

Reference

DOB Approval Code **Work Location**

Travel Dates From To

Normal Work Hours From(HH:MI) To(HH:MI)

Attachments

Expenses ?

Obligation Date

Totals (0 Lines) 0.00 USD

The “Work Location” field is used to identify a temporary official station when not traveling from your normal official station
NOTE: This is not a required field.

Lapse All Add: | |

Date	*Expense Type	Description	*Payment Type	*Amount	*Currency
				0.00	USD

Lapse All

Non-Reimbursable Expenses 0.00 USD

Totals (0 Lines) 0.00 USD

Create Expense Report

[Save for Later](#) | [Home](#) | [Summary and Submit](#)

Quick Start

*Business Purpose Default Location

*Report Description

Reference

DOB Approval Code Out of State

Work Location

Obligation Date

Travel Dates From To

Normal Work Hours From(HH:MI) To(HH:MI)

Attachments

Expenses Add:

*Date	*Expense Type	Description	*Payment Type	*Amount	*Currency
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="0.00"/>	<input type="text" value="USD"/>

Totals (0 Lines) 0.00 USD

The “Official Station” field identifies the employees usual work location, and is designated by the agency.
NOTE: This field auto-populates based on the SFS Employee Profile.

Non-Reimbursable Expenses 0.00 USD Totals (0 Lines) 0.00 USD

Create Expense Report

Save for Later | Home | Summary and Submit

Quick Start ...Populate From

*Business Purpose Routine Travel Default Location NY ALBANY

*Report Description Inspection at Empire State Plz

Reference

DOB Approval Code 123456-234-2014 Out of State Work Location Official Station Albany, NY

Expenses

Expand All | Collapse All Add: | My Wallet (0) | Quick-Fill

*Date	*Expense Type	Description	*Payment Type	*Amount	*Currency
				0.00	USD

Expand All | Collapse All

Non-Reimbursable Expenses 0.00 USD Totals (0 Lines) 0.00 USD

The "Obligation Date" is not a required field.

Create Expense Report

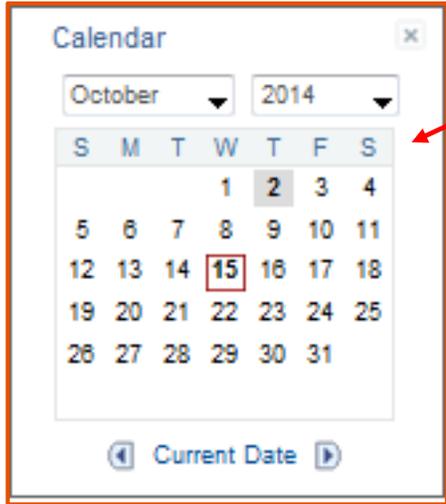
Save for Later | Home | Summary and Submit

Quick Start ...Populate From

Travel Dates

*Business Purpose: Routine Travel
*Report Description: Inspection at Empire State Plz
Reference:
DOB Approval Code: 123456-234-2014 Out of State
Default Location: NY ALBANY
Work Location: Official Station: Albany, NY
Attachments:
From: 10/02/2014 To:
Normal Work Hours: From (HH:MI) To (HH:MI)
Obligation Date:
Expenses Add:
Totals (0 Lines) 0.00 USD
*Date *Expense Type Description *Payment Type *Amount 0.00 *Currency USD
Expand All | Collapse All
Non-Reimbursable Expenses 0.00 USD Totals (0 Lines) 0.00 USD

Enter your travel date "From" (start date) by clicking on the Calendar option icon.  Clicking on the calendar icon will give you a pop up box to choose your travel "Start" date.



For "To" date ("End" travel date), follow the same process.

Use the “From” (HH:MI) and “To” (HH:MI) box to enter your “Normal Work Hours”.

Create Expense Report Save for Later Home Summary and Submit

Quick Start

*Business Purpose Default Location Travel Dates From To

*Report Description Reference

DOB Approval Code Out of State Work Location **Normal Work Hours** From(HH:MI) To(HH:MI)

Expenses Add:

Totals (0 Lines) 0.00 USD

*Date	*Expense Type	Description	*Payment Type	*Amount	*Currency
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00	USD

Note: Time can be entered in 24 hour format or 12 hour format followed by AM/PM (e.g. 1400 or 02:00 PM).

Required receipts and supporting documentation should be scanned as an electronic PDF file and attached to the ER.

To add “Attachments”, click the paperclip icon. This will prompt the next screen where you click the “Add Attachment” button.

Create Expense Report

Save for Later | Summary and Submit

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

*Business Purpose: Routine Travel (dropdown) Default Location: NY ALBANY (search)

*Report Description: Inspection at Empire State Plz

Reference: (search)

DOB Approval Code: 123456-234-2014 Out of State Work Location: (dropdown) Official Station: Albany, NY

Travel Dates: From 10/02/2014 To 10/03/2014

Work Hours: From (HH:MM) 8:30AM To (HH:MM) 4:30PM

Obligation Date: (calendar)

Expenses ? Totals (4 Lines) 117.00 USD

Expand All | Collapse All Add: | My Wallet (58) | Quick-Fill

Expense Report Attachments

Report ID NEXT Help

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

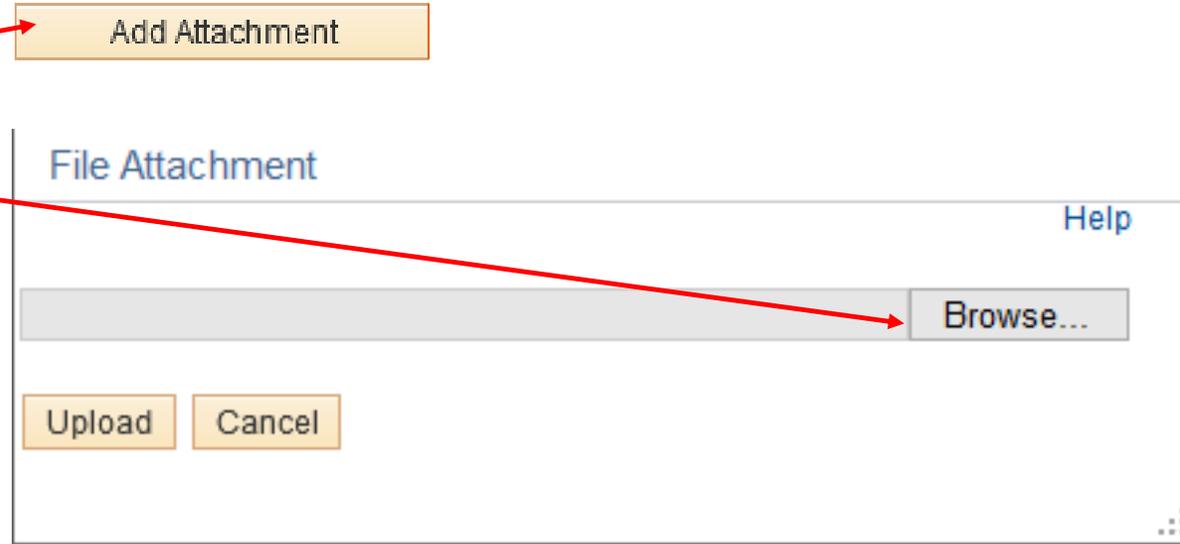
File Name	Description	User	Name	Date/Time Stamp
View				

Adding large attachments can take some time to upload, therefore, it is advisable to save the transaction before adding large attachments.

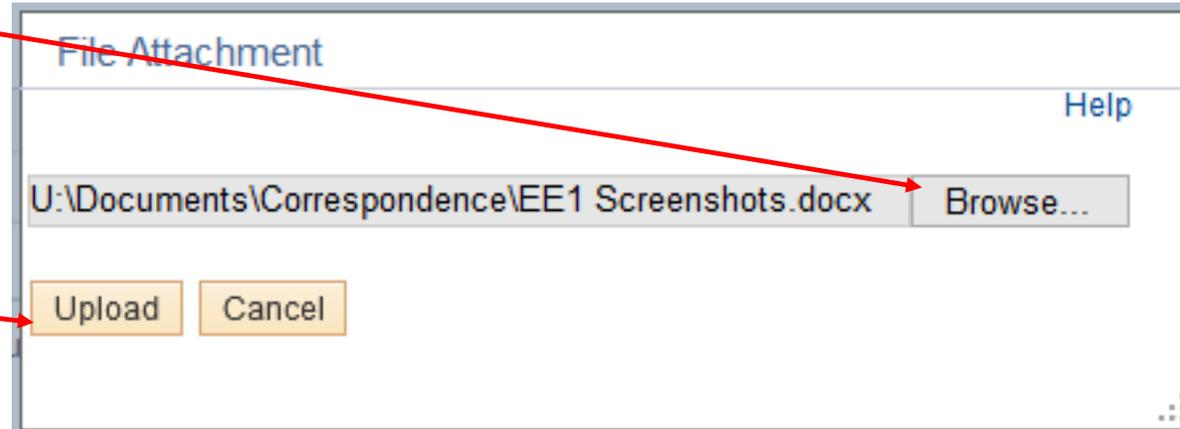
Add Attachment

OK Cancel

After clicking the “Add Attachment” button you will be prompted to “Browse”.



Click “Browse”. Find the saved file (receipt/document), to be attached. Double click on the file link, which pulls the link into the attachment. Click “Upload”.



Please refer to Page 12 of the OSC Travel Manual for required receipts.
<http://www.osc.state.ny.us/agencies/travel/manual.pdf>

After the attachment has uploaded, the file name of the attachment will appear. Click "OK". This brings you back to the ER.

Expense Report Attachments

Report ID NEXT

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

File Name	Description	User	Name	Date/Time Stamp
EE1_Screenshots.docx				

Adding large attachments can take some time to upload, therefore, it is advisable to save the transaction before adding large attachments.

Add Attachment

OK Cancel

Create Expense Report

Save for Later | Summary and Submit

Actions ...Choose an Action GO

*Business Purpose Routine Travel

*Report Description Inspection at Empire State Plz

Reference

DOB Approval Code 123456-234-2014

Default Location NY ALBANY

Travel Dates From 10/02/2014 To 10/03/2014

Normal Work Hours From(HH:MI) 8:30AM To(HH:MI) 4:30PM

Attachments (1)

Expenses

Obligation Date

Totals (4 Lines) 117.00 USD

Expand All | Collapse All Add: | My Wallet (58) | Quick-Fill

After attachments have been added, the number of attachments will be displayed.

“Accounting Details” are required in the ER. To ensure accounting details are loaded, click the arrow . After clicking the arrow, “Accounting Details” will populate.

Expenses 

Obligation Date

Expand All | Collapse All Add:  My Wallet (60) |  Quick-Fill Totals (1 Line) 61.00 USD

*Date  *Expense Type  Description   *Payment Type   *Amount *Currency   

*Billing Type   Receipt Split Default Rate *Exchange Rate  

**Location   Per Diem Deductions Non-Reimbursable Reimbursement Amt 61.00 USD

No Receipt Return to State

 **Accounting Details**

Expand All | Collapse All Non-Reimbursable Expenses 0.00 USD Totals (1 Line) 61.00 USD

 **Accounting Details**

Chartfields 

Amount	*GL Unit	Monetary Amount	Currency Code	Exchange Rate	Dept	Program	Fund	Account	Product	Bud Ref	PC Bus Unit
<input type="text" value="61.00"/>	<input type="text" value="OGS01"/> 	61.00 USD	USD	1.00000000	<input type="text" value="1140230"/> 	<input type="text" value="26258"/> 	<input type="text" value="10050"/> 	<input type="text" value="54014"/> 	<input type="text"/> 	<input type="text" value="2014-15"/> 	<input type="text"/> 

If “Chartfields” are empty, contact your Supervisor for further direction.

After the “Header” information is complete, the traveler will enter their “Expenses” and travel card transactions (if applicable).

Create Expense Report

Save for Later | Home | Summary and Submit

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

*Business Purpose: Routine Travel
*Report Description: Inspection at Empire State Plz
Reference:
DOB Approval Code: 123456-234-2014 Out of State
Default Location: NY ALBANY
Travel Dates: From 10/02/2014 To 10/03/2014
Normal Work Hours: From (HH:MM) 8:30AM To (HH:MM) 4:30P
Work Location: Official Station Albany, NY
Attachments:
Obligation Date:

Expenses

Expand All | Collapse All | Add: My Wallet (0) | Quick-Fill

Totals (1 Line) 61 USD

*Date	*Expense Type	Description	*Payment Type	*Amount	*Currency
10/02/2014	PDiem-Ovrngt Meals	<input type="text"/>	<input type="text"/>	61.00	USD

When a trip contains more than one expense, multiple lines need to be added.

Expenses ?

Obligation Date

Expand All | Collapse All Add: | My Wallet (60) | Quick-Fill

Totals (1 Line) 61.00 USD

*Date	*Expense Type	Description	*Payment Type	*Amount	*Currency
10/02/2014	PDiem-Ovrngt Meals	The description field can be used to enter	Personal Funds	61.00	USD

*Billing Type In State Bill

**Location NY ALBANY

Receipt Split Default Rate

Per Diem Deductions Non-Reimbursable

No Receipt

Return to State

*Exchange Rate 1.00000000

Reimbursement Amt 61.00 USD

Accounting Details ?

10/02/2014				0.00	USD
------------	--	--	--	------	-----

Expand All | Collapse All

Non-Reimbursable Expenses 0.00 USD

Totals (1 Line) 61.00 USD

A new expense line is generated. See slides "Choose Your Expense Types" for details.

To add or delete expense lines click either the "plus" or the "minus" icons.

A new feature that will be available when creating or modifying an ER is “Quick Fill”. This feature enables the traveler to enter multiple expense types to a specific date of travel or date range of travel. See next slide.

Create Expense Report

Save for Later | Summary and Submit

Actions: ...Choose an Action [GO]

*Business Purpose: Routine Travel [v]
*Report Description: Inspection at Empire State Plz
Reference: [magnifying glass icon]
DOB Approval Code: 123456-234-2014 [checkbox] Out of State
Work Location: [] Official Station: Albany, NY

Report: 0000489984 Pending
Default Location: NY ALBANY [magnifying glass icon]

Travel Dates: From 10/02/2014 [calendar icon] To 10/03/2014 [calendar icon]
Normal Work Hours: From (HH:MM) 8:30AM To (HH:MM) 4:30PM

Attachments (1)

Obligation Date: [calendar icon]

Totals (4 Lines) 117.00 USD

Expenses [?] [Expand All] [Collapse All] Add: [My Wallet (58)] [Quick Fill]

Expenses ?

Expand All | Collapse All

Add: | My Wallet (58) | Quick Fill

Click on “Quick Fill”. This will give you the expense types to choose from to add to the report. If choosing a date range, click on “From” and “To” to select the date range. Note: This is only a partial view of the choices available.

Quick-Fill

Enter the date range you want applied to the expenses you will be adding to the report. Then choose the expense types and whether you want to add one instance of the expense type or have an entry of that expense type for each day within the date range.

From To

Add Expense Types:

One Day	All Days	Expense Type
<input type="checkbox"/>	<input type="checkbox"/>	Additional Airline Fees
<input type="checkbox"/>	<input type="checkbox"/>	Agent Fee
<input type="checkbox"/>	<input type="checkbox"/>	Bulkload (NonTax)
<input type="checkbox"/>	<input type="checkbox"/>	Bulkload (Tax)
<input type="checkbox"/>	<input type="checkbox"/>	Commercial Air Travel
<input type="checkbox"/>	<input type="checkbox"/>	Conference
<input type="checkbox"/>	<input type="checkbox"/>	Cost of Supplies/Materials
<input type="checkbox"/>	<input type="checkbox"/>	Due State
<input type="checkbox"/>	<input type="checkbox"/>	Fuel for Travel
<input type="checkbox"/>	<input type="checkbox"/>	Hospitality costs

OK Cancel

Create Expense Report

Save for Later | Home | Summary and Submit

Actions ...Choose an Action GO

*Business Purpose Routine Travel

Default Location NY ALBANY

*Report Description Inspection at Empire State Plz

Travel Dates

From 10/02/2014 To 10/03/2014

Reference

Attachments

DOB Approval Code 123456-234-2014

Out of State

Work Location

Official Station Albany, NY

Normal Work Hours

From(HH:MI) 8:30AM To(HH:MI) 4:30PM

Expenses ?

Obligation Date

Totals (1 Line) 61.00 USD

My Wallet (60) | Quick-Fill

Expense Type Overnight Meals

Description

*Payment Type Personal Funds

*Amount 61.00 *Currency USD

Rate Bill ALBANY

Receipt Split Per Diem Deduction

Default Rate

*Exchange Rate 1.00000000

Accounting Details ?

Non-Reimbur

Expense Report Entry

Help

The description field can be used to enter information that you may need to share for approval purposes. Special circumstances of your travel.

Return

To enter important information into the description field, (when applicable) click the down arrow to access the description box. You will be able to review as you enter.

Create Expense Report

Save for Later | Home | Summary and Submit

Business Purpose: Routine Travel
Report Description: Inspection at Empire State Plz
Reference:
DOB Approval Code: 123456-234-2014
Default Location: NY ALBANY
Travel Dates: From 10/02/2014 To 10/03/2014
Normal Work Hours: From 8:30AM To 4:30PM
Out of State:
Work Location:
Official Station: Albany, NY
Attachments:
Obligation Date:
Totals (1 Line): 61.00 USD

*Date	*Expense Type	Description	Payment Type	*Amount	*Currency
10/02/2014	PDiem-Ovrngt Meals		Payment Type	61.00	USD

***Billing Type:** In State Bill
****Location:** NY ALBANY
Receipt Split:
Per Diem Deductions:
Default Rate:
Non-Reimbursable:
No Receipt:
Return to State:
***Exchange Rate:** 1.00000000
Reimbursement Amt: 61.00 USD

Choose payment type.
Select "Personal Funds".

Expand All | Collapse All
Non-Reimbursable Expenses: 0.00 USD
Totals (1 Line): 61.00 USD

Note: In the payment field, travel card transactions will auto-populate to "Travel Card"

To select the "Billing Type", click the drop down arrow.

The screenshot shows a form with the following fields: *Date (10/02/2014), *Expense Type (PDiem-Ovrngt Meals), Description (The description field can be used to enter), *Payment Type (Personal Funds), *Amount (61.00), *Currency (USD), and **Location (In State Billable). The 'Billing Type' dropdown is highlighted in yellow, and a red arrow points to it from the top instruction box. Below the form, there are checkboxes for Receipt Split, Default Rate, Non-Reimbursable, No Receipt, and Return to State, along with an *Exchange Rate field set to 1.00000000 and a Reimbursement Amt field set to 61.00 USD.

For New York State travel, select, "In State Billable".
For out of state travel, select "Out of State Billable".

This is a close-up of the 'Billing Type' dropdown menu, showing two options: 'In State Billable' and 'Out of State Billable'. The 'In State Billable' option is currently selected and highlighted in blue. A red arrow points from the bottom instruction box to this dropdown menu.

Create Expense Report

Save for Later | Summary and Submit

Actions: ...Choose an Action GO

*Business Purpose: Procurement

*Report Description: Inspection at Empire State Plz

Reference: [Search]

DOB Approval Code: 123456-234-2014

Default Location: NY ALBANY

Travel Dates: From 10/02/2014 To 10/03/2014

Normal Work Hours: From (HH:MM) 8:30AM To (HH:MM) 4:30PM

Expenses: **My Wallet** Quick-Fill

Totals (1 Line): 61.00 USD

“My Wallet” is where all pending travel card transactions are stored. They must be imported from “My Wallet” into the ER for reconciliation. Click on “My Wallet”.

By clicking on “My Wallet” your “Wallet” will appear showing your pending transactions to be reconciled.

Create Expense Report

My Wallet

Report ID: NEXT

Below is a complete list of unassigned wallet transactions. To view all transactions please go to the wallet menu option under “Other Expense Functions”.

Select All Deselect All

Select items and select if a Personal Expense. Press 'Done' to add them to the expense report.

Unassigned Wallet Entries

Select	Logo	Date	Expense Type	Merchant	Cardmember Number	GL Business Unit	Amount	Currency	Non-Reimbursable
<input type="checkbox"/>		09/23/2014	Return To State Charges	RECOVERY SPORTS GRILL CO	[Redacted]	[Redacted]	49.03	USD	<input type="checkbox"/>
<input type="checkbox"/>		09/10/2014	<Unspecified>	EXXONMOBIL 97635742	[Redacted]	[Redacted]	20.00	USD	<input type="checkbox"/>
<input type="checkbox"/>		09/10/2014	Vehicle Rental	ENTERPRISE RENT-A-CAR	[Redacted]	[Redacted]	65.42	USD	<input type="checkbox"/>

Note: Charges brought in from the wallet will automatically populate to the date the charge was posted, and cannot be changed.

Not all transactions come into the Wallet with an expense type. For charges that come in as “unspecified”, an expense type will need to be given.

Create Expense Report

My Wallet

Report ID NEXT

Below is a complete list of unassigned wallet transactions. To view all transactions please go to the w Functions”.

Select All

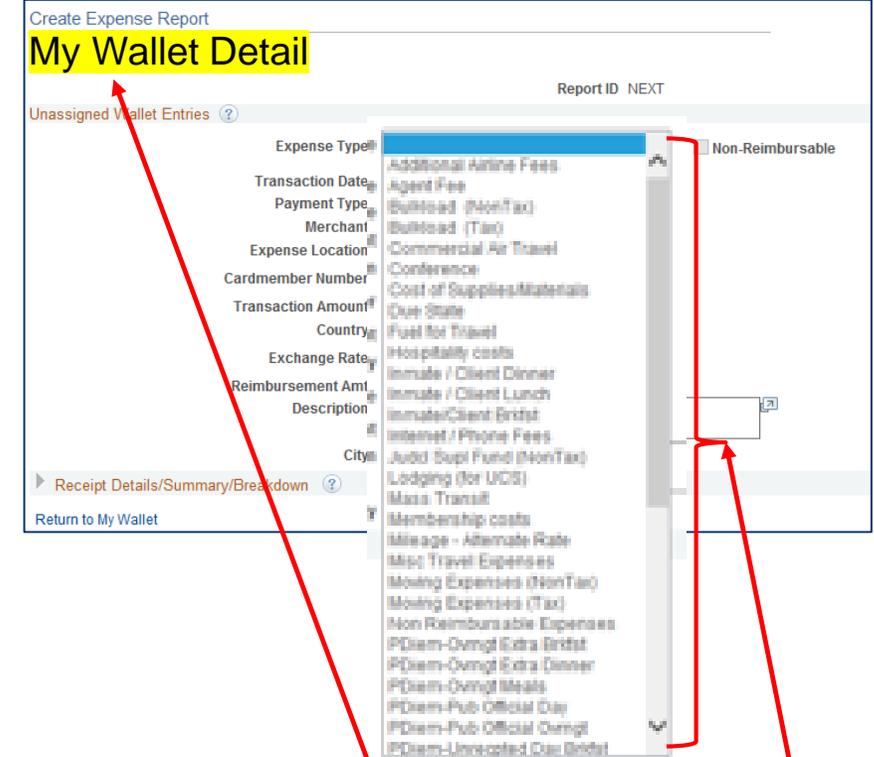
Deselect All

Select items and select if a Personal Expense. Press 'Done' to add them to the expense report.

Unassigned Wallet Entries

Select	Logo	Date	Expense Type	Merchant
<input checked="" type="checkbox"/>		09/10/2014	Return To State Charges	BLUE RIBBON RESTAURANT
<input checked="" type="checkbox"/>		09/09/2014	<Unspecified>	HESS 32262

For “Unspecified” expenses in the wallet, click on the blue hyperlink.



Create Expense Report

My Wallet Detail

Report ID NEXT

Unassigned Wallet Entries

Expense Type: Non-Reimbursable

- Additional Airline Fees
- Agent Fee
- Autoload (NonTax)
- Autoload (Tax)
- Commercial Air Travel
- Conference
- Cost of Supplies/Materials
- Our State
- Fuel for Travel
- Hospitality costs
- Inmate / Client Dinner
- Inmate / Client Lunch
- Inmate/Client Brkfst
- Internet / Phone Fees
- Judd Supl Fund (NonTax)
- Lodging (for UOIS)
- Mass Transit
- Membership costs
- Mileage - Alternate Rate
- Misc Travel Expenses
- Moving Expenses (NonTax)
- Moving Expenses (Tax)
- Non Reimbursable Expenses
- PDiem-Ovngt Extra Brkfst
- PDiem-Ovngt Extra Dinner
- PDiem-Ovngt Meals
- PDiem-Pub Official Day
- PDiem-Pub Official Ovrngt
- PDiem-Unscoted Ovr Brkfst

Receipt Details/Summary/Breakdown

Return to My Wallet

After clicking “unspecified”, choose your expense type from the “My Wallet Detail” screen.

Select the appropriate transaction(s) by clicking in the box to import charges into the expense report.

Create Expense Report

My Wallet Report ID NEXT

Below is a complete list of unassigned wallet transactions. To view all transactions please go to the w Functions*.

Select items and select if a Personal Expense. Press 'Done' to add them to the expense report.

Unassigned Wallet Entries [?](#)

Select	Logo	Date	Expense Type	Merchant
<input checked="" type="checkbox"/>		09/10/2014	Return To State Charges	BLUE RIBBON RESTAURANT
<input checked="" type="checkbox"/>		09/09/2014	Fuel for Travel	HESS 32262

When all charges pertaining to your specific trip have been selected, click “done”.

Create Expense Report

My Wallet

Report ID NEXT

Below is a complete list of unassigned wallet transactions. To view all transactions please go to the w Functions”.

Select All

Deselect All

Select items and select if a Personal Expense. Press 'Done' to add them to the expense report.

Unassigned Wallet Entries ?

Select	Logo	Date	Expense Type	Merchant
<input checked="" type="checkbox"/>		09/10/2014	Return to State Charges	BLUE RIBBON RESTAURANT
<input checked="" type="checkbox"/>		09/09/2014	Fuel for Travel	HESS 32262

Note: When meals are charged to the State travel card, the expense type “Return to State Charges” should be selected. Once in the ER, the traveler must offset the charge by selecting the correct meal expense type.

As you are entering information in the expense report, periodically, click on  Save for Later in the upper right corner. SFS times out after 20 minutes. Information not saved when SFS times out, will be lost.

Create Expense Report

 **Save for Later** | [Summary and Submit](#)

Actions: ...Choose an Action

*Business Purpose: Routine Travel | Default Location: NY ALBANY

*Report Description: Inspection at Empire State Plz

Reference: | Attachments: 

DOB Approval Code: 122456-234-2014 | Out of State | Work Location: | Official Station: Albany, NY

Travel Dates: From: 10/02/2014 To: 10/03/2014

Normal Work Hours: From (HH:MM): 8:30AM To (HH:MM): 4:30PM

Obligation Date: | Totals (1 Line): 61.00 USD

Expand All | Collapse All | Add: |  My Wallet (60) |  Quick-Fill

*Date	*Expense Type	Description	*Payment Type	*Amount	*Currency
10/02/2014	PDiem-Ovrngt Meals		Personal Funds	61.00	USD

*Billing Type: In State Bill

**Location: NY ALBANY

Receipt Split

Per Diem Deductions

Default Rate

*Exchange Rate: 1.00000000

Non-Reimbursable

Reimbursement Amt: 61.00 USD

No Receipt

Return to State

Accounting Details ?

Expand All | Collapse All

Non-Reimbursable Expenses: 0.00 USD | Totals (1 Line): 61.00 USD

Once the ER entry is complete, click on "Save for Later".

Modify Expense Report

Save for Later Home | Summary and Submit

Note: Once saved, the function updates from "Create" to "Modify".

Report 0000489964 Pending

Once the report is saved, the "Report" ID number is assigned, and the status changed to "Pending".

Actions ...Choose an Action GO

Travel Dates From 10/02/2014 To 10/03/2014

Normal Work Hours From(HH:MI) 8:30AM To(HH:MI) 4:30PM

Totals (1 Line) 61.00 USD

*Date	*Expense Type	Description	*Payment Type	*Amount	*Currency
10/02/2014	PDiem-Ovrngt Meals	The description field can be used to enter	Personal Funds	61.00	USD

*Billing Type In State Bill

**Location NY ALBANY

Receipt Split

Per Diem Deductions

Default Rate

Non-Reimbursable

No Receipt

*Exchange Rate 1.00000000

Reimbursement Amt 61.00 USD

Expand All | Collapse All

61.00 USD

Modify Expense Report

Save for Later | Summary and Submit

Actions

- Choose an Action GO
- Adjustment Cash Advance
- Apply/View Cash Advance(s)
- Associate Travel Authorization
- Copy Expense Lines 2014
- Default Accounting For Report
- Expense Report Project Summary 4:30PM
- Export to Excel
- User Defaults

*Business Purpose Routine Travel

*Report Description Inspection at Empire State Plz

Reference

DOB Approval Code 123456-234-2014

Report 0000489984 Pending

Default Location NY ALBANY

Attachments

Out of State Work Location Official Station Albany, NY

Expenses ?

Another feature in EE1 9.2 is “Choose an Action”. “Choose an Action” assists with copying expense lines and defaulting your accounting detail for the ER.

When an invoice contains multiple expenses, they need to be separated or "Split" by expense types.

09/09/2014 Fuel for Travel

*Billing Type In State Bill

Receipt Split

07/02/2014 Vehicle Rental

*Billing Type In State Bill

**Originating Location NY ALBANY

*Merchant Preferred Non-Preferred

ENTERPRISE RENT-A-CAR

Accounting Details

Travel Card \$65.42

*Exchange Rate 1.00000000

Reimbursement Amt \$65.42

Default Rate

Non-Reimbursable

No Receipt

Return to State

Example: Rental invoice with gas charges. The \$65.42 invoice must be split showing "Vehicle Rental" and "Fuel for Travel". In this instance, we will split the actual rental cost of \$38.00 and the gas cost of \$27.42.

Once you click on "Receipt Split", you will need to select the expense type for what you are splitting. In this instance, "Fuel for Travel". Click the drop down arrow, choose expense type "Fuel for Travel".

Expense Information ?

*Expense Date: 07/02/2014
*Payment Type: Travel Card
*Billing Type: In State Billable
*Merchant (Choose One):
Non-preferred: ENTERPRISE RENT-A-CAR
**Originating Location: NY ALBANY
Description:
 No Receipt
*Amount Spent: \$65.42
*Currency: USD
*Exchange Rate: 1.00000000
 Default Rate
Reimbursement Amt: 65.42 USD [Update]

Split With Another Expense ?

Expense Type: Fuel for Travel [Split]

Split with another expense will subtract from original expense while leaving current total unchanged.

[Done]

Current Expenses on Receipt ?

Date	Type	Amount
07/02/2014	Vehicle Rental	65.42 USD
	Current Total	65.42 USD
	Receipt Total	USD65.42
	Balance	0.00 USD

Click "Split".

Enter "Fuel for Travel" Dollar amount, \$27.42. Click "Update".

Once the screen updates, the "Current Expenses on Receipt" box will show you have accounted for both expense types and the "Receipt Split" is complete.

Expense Information ?

Expense Vehicle Rental 65.42 USD is

*Expense

*Payment

*Billing Type

Description

No Receipt

*Amount Spent x

*Currency

*Exchange Rate

Default Rate

Reimbursement Amt 0.00 USD

Split With Another Expense ?

Expense Type

Split with another expense will subtract from original expense while leaving current total unchanged.

07/02/2014	Vehicle Rental	\$38.00 USD
07/02/2014	Fuel for Travel	\$27.42 USD
Current Total		\$65.42 USD
Receipt Total		USD65.42
Balance		0.00 USD

Click "Done".

After "Receipt Split" is complete, the two expense types will be displayed separately in the body of the expense report.

07/02/2014 Vehicle Rental
*Billing Type In State Bill
**Originating Location NY ALBANY
*Merchant Preferred Non-Preferred
ENTERPRISE RENT-A-CAR
Accounting Details ?

Travel Card \$38.00
Receipt Split
 Default Rate *Exchange Rate 1.00000000
 Non-Reimbursable Reimbursement Amt 32.71
 No Receipt
 Return to State

07/02/2014 Fuel for Travel
*Billing Type In State Bill
Accounting Details ?

Travel Card \$27.42
Receipt Split
 Default Rate *Exchange Rate 1.00000000
 Non-Reimbursable Reimbursement Amt 32.71
 No Receipt
 Return to State

09/10/2014 Recpted Lodging

*Billing Type In State Bill

**Location NY MASSAPEQUA

*Number of Nights 1

*Merchant Preferred Non-Preferred

HILTON HOTELS LONG ISL

Itemize Hotel Bill

Receipt Split

Itemize Hotel Bill

When a hotel bill contains multiple expenses, they need to be separated or “Itemized” by expense types. Click on “Itemize Hotel Bill”.

Note: Hotel bills are “itemized”, all other invoices with multiple expenses, are “split”.

Example: A hotel invoice with parking charges, \$171.00. The invoice must be “Itemized” showing “Receipted Lodging” and “Parking Fees”. In this instance, we will itemize the actual lodging cost of \$149.00 and the parking cost of \$22.00.

Check appropriate “charges”. Click “Continue”.

General Hotel Bill Information ?

*Transaction Date
 Checkout Date

*Payment Type
*Billing Type

*Number of Nights

*Merchant (Choose One)
Non-preferred
Location
Description

*Amount Spent
*Currency
*Exchange Rate
 Default Rate

Reimbursement Amt USD

Charges Incurred on This Bill ?

Room Charge Parking
 Room Service Laundry
 Telephone/Internet Misc Charges

Enter "Room Charge" (receipted lodging dollar amount) of \$149.00. Click "Continue".

Itemize Hotel Bill



Room Charge

Details				
Transaction Date	Number of Nights	Room Rate	Currency	
09/09/2014	1	\$149.00	USD	

Add Room Charge

Number of Nights	1
Room Charge Total	0.00 USD
Total Room Expense	0.00 USD

Previous Continue

[Return To Expense Report](#)

Your Hotel Bill ?

Total Bill	171.00 USD
Room Charge	149.00
Parking	0.00

Remaining **\$22.00** USD

Note: "Your Hotel Bill" box will also update. Of the \$171.00 being separated, you have itemized \$149. There is still \$22.00 to be accounted for.

Itemize Hotel Bill



Parking

Details

Date	Amount	Currency	
09/09/2014	<input type="text" value="\$22.00"/>	USD	

Add Parking Charge

Parking Total 0.00 USD

[Previous](#) [Continue](#)

[Return To Expense Report](#)

Enter "Parking Charge",
remaining dollar amount
of \$22.00.
Click "Continue".

You have completed the "Itemize Hotel Bill" process.

Expense Report

Itemize Hotel Bill

Hotel Itemization-Finish!

[Previous](#) [Done](#)

Your Hotel Bill ?	
Total Bill	171.00 USD
Room Charge	149.00
Parking	22.00
Remaining	\$0.00 USD

The "Your Hotel Bill" box has updated. Click "Done".

When all travel card transactions pertaining to the trip are accounted for, any remaining out of pocket expenses can be added to the ER.

*Date	*Expense Type	Description	*Payment Type	*Amount	*Currency
10/02/2014	PDiem-Ovrngt Meals			61.00	USD

All available “Expense Types” are listed here. Choose the appropriate selection for your expense.

Choose your expense by clicking the drop down arrow, and then choosing an expense type.

Also available in EE1 9.2 is “Expand All” and “Collapse All”.

By clicking the “Expand All” feature, this displays all details and functions pertaining to the expense line entered.

The screenshot shows the 'Expand All' interface for an expense line. At the top, there are buttons for 'Expand All' (highlighted in yellow) and 'Collapse All'. Below this, the expense details are displayed in a table-like format with columns for Date, Expense Type, Description, Payment Type, Amount, and Currency. The 'Date' is 10/02/2014, 'Expense Type' is PDiem-Ovmgt Meals, and 'Amount' is 61.00 USD. Below the main table, there are several sections: 'Billing Type' (Out of State), 'Location' (NY ALBANY), 'Accounting Details', and a detailed section for 'Receipt Split' and 'Per Diem Deductions'. This detailed section includes checkboxes for 'Default Rate', 'Non-Reimbursable', 'No Receipt', and 'Return to State', along with an 'Exchange Rate' of 1.00000000 and a 'Reimbursement Amt' of 61.00 USD.

Click “Collapse All”, to hide details and functions.

The screenshot shows the 'Collapse All' interface for the same expense line. The 'Expand All' button is now disabled, and the 'Collapse All' button is highlighted in yellow. The expense details are shown in a simplified view, with the detailed sections from the previous screenshot hidden. The main table still shows the Date (10/02/2014), Expense Type (PDiem-Ovmgt Meals), Description, Payment Type (Personal Funds), Amount (61.00), and Currency (USD).

Should you need to save your report, and come back later, click on “Main Menu” on the SFS toolbar and then:

- Employee Self Service
- Travel and Expenses
- Expense Reports
- Create/Modify

Once at this screen, click on “Find an Existing Value”. In the “Report ID” field, type in the expense report ID number or type in your name (last name, first name – no space) in “Name” field.

Favorites ▾ **Main Menu** ▾

Expense Report

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | Add a New Value

▼ Search Criteria

Report ID:	begins with ▾	<input type="text"/>
Report Description:	begins with ▾	<input type="text"/>
Name:	begins with ▾	<input type="text"/>
Empl ID:	begins with ▾	<input type="text"/> 🔍
Creation Date:	= ▾	<input type="text"/> 📅

Case Sensitive

Search | Clear | Basic Search 📄 | Save Search Criteria

Find an Existing Value | Add a New Value

Modify Expense Report

Save for Later | **Summary and Submit**

Actions ...Choose an Action

Business Purpose Routine Travel

Report Description Inspection at Empire State Plz

Reference

DOB Approval Code 123456-234-2014 Out of State

Report 0000489964 Pending

Default Location NY ALBANY

Travel Dates From 10/02/2014 To 10/03/2014

Normal Work Hours From 8:30AM To 4:30PM

Work Location **Official Station** Albany, NY

Obligation Date

Attachments

Totals (1 Line) 61.00 USD

*Date	*Expense Type	Description	*Payment Type	*Amount	*Currency
10/02/2014	PDiem-Ovrngt Meals	The description field can be used to enter	Personal Funds	61.00	USD

Non-Reimbursable Expenses 0.00 USD **Totals (1 Line)** 61.00 USD

Once all expenses have been entered and ER is saved, click on "Summary and Submit".

After clicking on Summary and Submit, you will receive a populated "certification box". To submit the ER, you must check the "certification box".

Modify Expense Report

Save for Later | Expense Details

Actions: ...Choose an Action

*Business Purpose: Routine Travel
*Description: Inspection at Empire State Plz
Reference:

Report: 0000489964 Pending
Created: 02/13/2015 [Redacted]
Last Updated: 02/13/2015 [Redacted]

Totals

Employee Expenses (1 Line)	61.00 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

Amount Due to Employee: 61.00 USD **Amount Due to Supplier: 0.00 USD**

By checking this box, I certify that the expenses reported and the attachments associated with the transactions are just, true, and correct, that no part thereof has been paid (except as stated therein), and that the balance is actually due and owing. If I am a proxy submitting on behalf of an employee, I certify that this is a true representation of information certified by the employee.



By checking this box, I certify that the expenses reported and the attachments associated with the transactions are just, true, and correct, that no part thereof has been paid (except as stated therein) , and that the balance is actually due and owing. If I am a proxy submitting on behalf of an employee, I certify that this is a true representation of information certified by the employee.

Submit Expense Report

By clicking in the certification box, you will be prompted to “submit” the ER.

You will then receive a confirmation notice. Click “OK” to completely submit the ER.

Expense Report Submit Confirm

Expense Report

Submit Confirmation

Totals ?

Employee Expenses (1 Line)	61.00 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
Amount Due to Employee		61.00 USD	Amount Due to Supplier		0.00 USD

OK Cancel

Your expense report 0000489964 has been submitted for approval.

Business Purpose Routine Travel Report 0000489964 Submission in Process
Description Inspection at Empire State Plz Created 02/13/2015 [Redacted]
Reference Last Updated 02/13/2015 [Redacted]

Totals ? View Analytics Notes

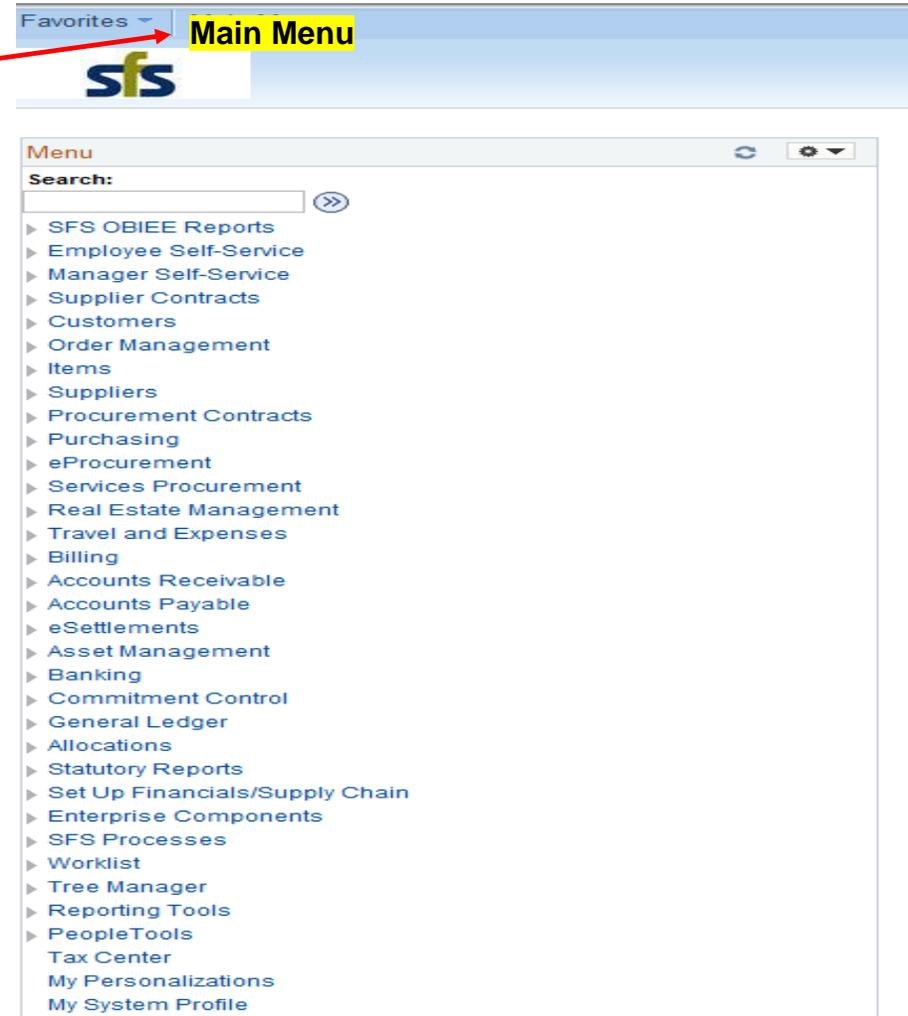
Employee Expenses (1 Line)	61.00 USD	Non-Reimbursable Expenses	0.00 USD	Employee Credits	0.00 USD
Cash Advances Applied	0.00 USD	Prepaid Expenses	0.00 USD	Supplier Credits	0.00 USD

Amount Due to Employee 61.00 USD Amount Due to Supplier 0.00 USD

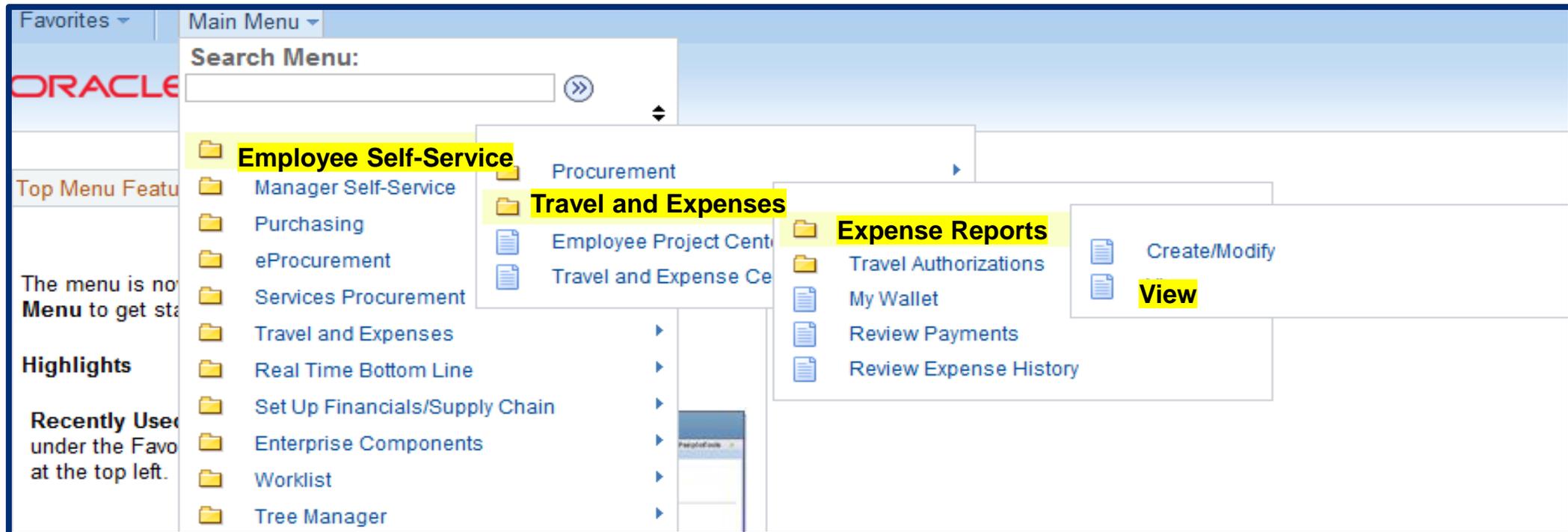
By checking this box, I certify that the expenses reported and the attachments associated with the transactions are just, true, and correct, that no part thereof has been paid (except as stated therein), and that the balance is actually due and owing. If I am a proxy submitting on behalf of an employee, I certify that this is a true representation of information certified by the employee.

After clicking “OK”, a “View” screen will prompt indicating the report has been successfully submitted to the supervisor.
E-mail supervisor advising your expense report has been submitted.

To “View” an Expense report, click on “Main Menu”.



Follow this path to “View” an SFS expense report (ER).
Start by clicking on “Main Menu”:



From “View”, enter the information you have: report ID; name (last name, first with no space); or employee ID. Then click “Search”.

Find an Existing Value

▼ Search Criteria

Report ID begins with []

Report Description begins with []

Name begins with **Doe,Jane**

Empl ID begins with [] 🔍

Report Status = []

Creation Date = [] 📅

Case Sensitive

Search Clear Basic Search 🔍 Save Search Criteria

In this instance, we entered just the “name”. See next slide.

By entering the “name” in the search criteria, the traveler will see a list of all expense reports and their status: pending, submitted, paid, rejected.

Search Clear Basic Search Save Search Criteria

Search Results

View All First 1-100 of 114 Last

Report ID	Report Description	Name	Empl ID	Report Status	Creation Date
0000490095	meeting			Pending	03/12/2015
0000490040	TEST BSC			Paid	03/06/2015
0000489984	Inspection at Empire State Plz			Pending	02/21/2015
0000489964	Inspection at Empire State Plz			Submitted	02/13/2015
0000489926	(blank)			Pending	02/05/2015
0000456523	20140402 nyc travel			Pending	09/05/2014
0000456455	20140331 nyc travel			Paid	09/05/2014

Click on the expense report you wish to “view”.

View Expense Report

[Expense Detail](#)

Submitted for Approval

Business Purpose Routine Travel **Report** 0000489964
Description Inspection at Empire State Plz **Created** 02/13/2015
Reference **Last Updated** 02/13/2015

Totals [View Printable Version](#) [View Analytics](#) [Notes](#)

Employee Expenses (1 Line)	61.00 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

Amount Due to Employee 61.00 USD **Amount Due to Supplier** 0.00 USD

By checking this box, I certify that the expenses reported and the attachments associated with the transactions are just, true, and correct, that no part thereof has been paid (except as stated therein), and that the balance is actually due and owing. If I am a proxy submitting on behalf of an employee, I certify that this is a true representation of information certified by the employee.

[Submit Expense Report](#) [Withdraw Expense Report](#) **Submitted On** 02/13/2015 **Submitted By** ALBERT RELATION

Approval History

Action	Role	Name	Date/Time
Submitted	Employee		02/13/2015 2:51:25PM

[Previous in List](#) [Next in List](#)

The traveler can view the “status” of their expense report, and where it is currently located in the approval process.

- **BSC Web Page:** <http://bsc.ogs.ny.gov/>
- **E-mail:** OGSTravel.Unit@ogs.ny.gov
- **Phone:** (518) 457-4272