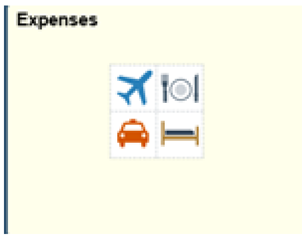
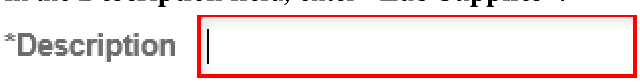
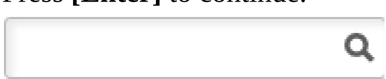
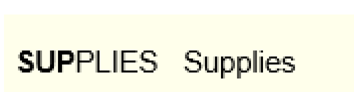
Creating an Expense Report for a Non-Travel Expense

Step	Action
1.	Click the **Expenses** tile. 
2.	Click the **Create Expense Report** tile. 
3.	Click the **Non Travel Reimbursement** list item. 
4.	**Note**: In the description field, you can enter a description for the expense reimbursement. Examples for a non-travel reimbursement may include something like copies, printing or ziploc bags used in a research lab. In the **Description** field, enter **"Lab Supplies".** 
5.	Leave the **Travel To** field blank. Press **[Enter]** to continue. 
6.	**Note**: Reference field provides a drop-down menu for additional reference types that departments can use for internal reporting. It is not a required field. For the purpose of this demonstration, in the **Reference** field, enter "**sup**". 
7.	Select the **SUPPLIES** list item. 
8.	Click the Look up magnifying glass next to the **Accounting Tag** field. 

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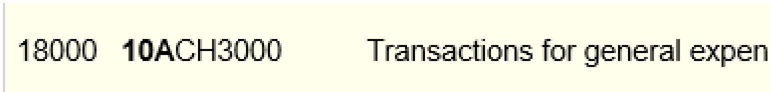
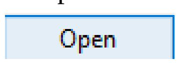
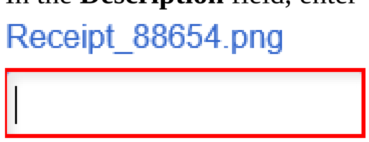
9.	**Note**: An Accounting Tag is a ten character "short cut" for populating a full chart string distribution. This will indicate your funding source. Users must populate the Budget Year under the Accounting Defaults section. For the purpose of this demonstration, we will enter the first few characters of an Accounting Tag. Enter "**10A**" into the **Accounting Tag field.** 
10.	Click the **Transactions for general expen** option. 
11.	**Note**: Files can be attached at the expense header for all receipts or at each expense line level for each individual receipt. Click the **Attach Receipt** link to add a receipt.
12.	To browse your device for the attachment, click the **My Device** button. 
13.	
14.	To upload the attachment, click the **Open** button. 
15.	Click the **Upload** button. 
16.	You can enter a description for the attachment in the **Description** field. In the **Description** field, enter "**Lab supplies receipt**". 
17.	**Click the Done button.** 
18.	**Note**: Regardless of whether an Accounting Tag was used, or if the ChartField distribution is manually keyed, the Budget Reference field is required. Budget Reference refers to the Fiscal Year that the charges should be posted to. UGA's fiscal year runs from July 1-June 30. To locate the Bud Ref, click the lookup magnifying glass in the **Bud Ref** field. 

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19.	Click the **2018** option. **2018** 2018
20.	Click the **Done** button. Done
21.	Click the **Add Expense** button. + Add Expense
22.	You can select the date using the calendar icon. Click [**Enter**] to continue.
23.	Use the look up magnifying glass to the right of the **Expense Type** field to select the appropriate expense type.
24.	The Expense Type Search page is displayed. The **Frequently Used** section of the page will build over time based off your recorded activities. Press **[Enter]** to continue.
25.	Click the **All Types** button. All Types
26.	To view the expense categories, click the **Collapse All** link. Collapse All
27.	The four main expense categories are displayed. Press **[Enter]** to continue.
28.	Click the **Supplies and Other** link. Supplies and Other
29.	The different Expense Types under **Supplies and Other** are displayed. Click the **O-Instructional/Lab Supplies** option. O-Instructional/Lab Supplies
30.	Enter appropriate information into the **Description** field. For this example, enter "**Lab Supplies for the Spectroscopy Lab**". *Description

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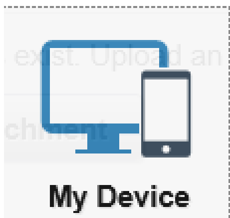
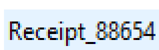
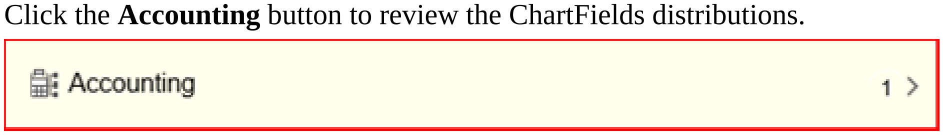
31.	The **Payment** field defaults to Employee Paid. Leave the default for this field. Press [**Enter**] to continue. 
32.	In the **Amount** field enter "**267.00**".
33.	Under Additional Information section leave the **Billing Type** as displayed. Click the **Attach Receipt** button.
34.	To upload the attachment, click the **Add Attachment** button. 
35.	To browse your device for the attachment, click the **My Device** button. 
36.	Click the file that you want to upload. Press **[Enter]** to continue. 
37.	Click the **Upload** button. 
38.	Click the **Done** button. 
39.	You can enter a description for the attachment in the Description field. In the **Description** field enter "**Lab supplies receipt**".
40.	Click the **Done** button. 
41.	**Note**: The attachments have been saved. Click the **Accounting** button to review the ChartFields distributions. 

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42.	The Expense Report Distributions page is displayed. Once you are done reviewing the Accounting Details, click the **Done** button. 
43.	Click the **Save** button. 
44.	You can click the **Add Expense** button to add other expenses to the report. For this lesson we will not repeat the process. Click [**Enter**] to continue. 
45.	Once you are done adding all the expenses to the report, click the **Review and Submit** button. 
46.	Click the **Submit** button. 
47.	A dialog box confirms your decision to submit the Expense Report . Click the **Submit** button to complete the submission. 
48.	The selected Expense Report has been submitted for approval. Click [**Enter**] to continue.
49.	You have completed the steps to create Expense Reports for non-Travel related expense items. **End of Procedure.**