

# PEPPERDINE UNIVERSITY

## Creating An Expense Report Quick Guide

The Travel and Expense Center link can be found on the My Work page.

- Click on the Travel and Expense Center link.

The screenshot shows the Pepperdine University WaveNet Home page. The header includes the university logo and the tagline "Strengthening Lives for Purpose, Service, and Leadership". Below the header, there are links for "Personalize Content" and "Layout", and a "WaveNet Home" link. The main content area is divided into two panels. The left panel, titled "Menu", contains a search bar and a list of navigation links including "My Favorites", "Employee Self-Service", "Manager Self-Service", "Supplier Contracts", "Pepperdine", "Customers", "Promotions", "Customer Contracts", "Order Management", "Vendors", "Purchasing", "eProcurement", "Services Procurement", "Program Management", "Project Costing", "Staffing", "Travel and Expenses", "Accounts Payable", "Commitment Control", and "General Ledger". The right panel, titled "Requisition Process", contains a sub-header "Requisition, PO, Voucher, and Payment processing" and three main sections: "Travel and Expense", "Requisitions", and "Credit Cards". The "Travel and Expense" section is highlighted with a red arrow pointing to the "Travel and Expense Center" link. Other links in this section include "Approve Transactions", "Expense Rpt by Submitter ID", "Expense Report Approver by Rpt", and "Expense Report Detail by Rpt". The "Requisitions" section includes links for "Create/Modify Requisitions", "Copy Requisitions", "Requisition Inquiry", "Req Workflow Status - All Reqs", "Review Requisitions", "Requisition Status", and "Req Accounting Entries". The "Credit Cards" section includes links for "Reallocate Statement", "CC Transaction Detail by CC #", and "CC Trans Detail by Department".


- Under the Expense Report heading, choose "Create"

The screenshot shows the Pepperdine University WaveNet Travel and Expense Center page. The header includes the university logo and the tagline "Strengthening Lives for Purpose, Service, and Leadership". Below the header, there are links for "Home", "Worklist", "Add to Favorites", and "Sign out". The main content area is divided into two panels. The left panel, titled "Menu", contains a list of navigation links including "Promotions", "Customer Contracts", "Order Management", "Vendors", "Purchasing", "eProcurement", "Services Procurement", "Travel and Expenses", "Approve Transactions", "Manage Employee Information", "Load External Information", "Manage Expenses Security", "Process Expenses", "Manage Accounting", "Real-Time Analysis", "Expense Reports", "Travel and Expense Center", and "T and E Administration Center". The right panel, titled "Travel and Expense Center", contains a sub-header "Centralized Travel and Expense Center" and two main sections: "Expense Report" and "Travel Cash Advance". The "Expense Report" section is highlighted with a red arrow pointing to the "Create" link. Other links in this section include "Modify", "Print", "View", and "Delete". The "Travel Cash Advance" section includes links for "Create", "Modify", "Print", "View", and "Delete".

- On the “Add a New Value” tab, enter the 9-digit Campus-Wide ID of the person who is to receive the reimbursement.
- Click “Add”

## Expense Report

[Find an Existing Value](#)
[Add a New Value](#)

EmpID:  

[Add](#)

[Find an Existing Value](#) | [Add a New Value](#)

- Enter an overall description of the event.


## Create Expense Report

### Expense Report Entry

Brooke Habecker [User Defaults](#) Report ID: NEXT

Quick Start:  [GO](#)

**General Information**


\*Description:   Comment:

\*Business Purpose:  Pymnt Type:

Default Location:

[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="text"/>						<a href="#">+</a>
	<input type="text"/>						<a href="#">+</a>
	<input type="text"/>						<a href="#">+</a>
	<input type="text"/>						<a href="#">+</a>

[Copy Selected](#) [Delete Selected](#)  [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](#)

[Return to Travel and Expense Center](#)

- Choose a business purpose from the drop-down menu.

## Create Expense Report

### Expense Report Entry

Brooke Habecker

[User Defaults](#)

Report ID: NEXT

Quick Start:

A Blank Report

GO

#### General Information

\*Description: HEUG Conference Orlando

Comment:

\*Business Purpose: User Conference

Pymnt Type:

Check

Default Location:

[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	
							+
							+
							+
							+

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

[Return to Travel and Expense Center](#)

- Choose “Check” or “ACH” from the “Pymnt Type” drop-down box. If you want a paper check mailed to you, select “Check”. To have the reimbursement directly deposited to your bank account, select “ACH”. The account that the direct deposit will credit is the *first* account listed in your Payroll preferences. The money will not be divided between multiple accounts.

## Create Expense Report

### Expense Report Entry

Brooke Habecker [User Defaults](#) Report ID: NEXT

Quick Start:

**General Information**

\*Description:

\*Business Purpose:

Default Location:

Comment:

Pymnt Type:

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

**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"/>	<input type="text"/>						<input type="button" value="+"/>
<input type="checkbox"/>	<input type="text"/>						<input type="button" value="+"/>
<input type="checkbox"/>	<input type="text"/>						<input type="button" value="+"/>
<input type="checkbox"/>	<input type="text"/>						<input type="button" value="+"/>

- Attach supporting receipts.

## Create Expense Report

### Expense Report Entry

Brooke Habecker [User Defaults](#) Report ID: NEXT

Quick Start:

**General Information**

\*Description:

\*Business Purpose:

Default Location:

Comment:

Pymnt Type:

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

**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"/>	<input type="text"/>						<input type="button" value="+"/>
<input type="checkbox"/>	<input type="text"/>						<input type="button" value="+"/>
<input type="checkbox"/>	<input type="text"/>						<input type="button" value="+"/>
<input type="checkbox"/>	<input type="text"/>						<input type="button" value="+"/>

- Choose the Expense Type from the drop down menu. Fill in the date the expense was incurred as well as the amount spent.
- Select the Payment Type from the drop down menu. There is only one choice, but it must be selected or the expense report cannot be saved. The Billing Type field also has only one value, but it is automatically selected.

**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"/>	Airfare	03/14/2010	380.00	USD		Internal	<a href="#">*Detail</a> <a href="#">+</a>
							<a href="#">+</a>
							<a href="#">+</a>
							<a href="#">+</a>

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

**Totals**

Employee Expenses:	380.00 USD	Due Employee:	380.00 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		

Click on the “Detail” link to add a description, chart strings, and other information.

## Create Expense Report

### Expense Report Entry

Brooke Habecker

[User Defaults](#)

Report ID: NEXT

**General Information**

\*Description:  Comment:

\*Business Purpose:

Pymnt Type:

Default Location:

[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"/>	Airfare	03/14/2010	380.00	USD		Internal	<a href="#">*Detail</a> <a href="#">+</a>
							<a href="#">+</a>
							<a href="#">+</a>
							<a href="#">+</a>

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

- Enter a detailed description of the expense (who, what, where, when, why). Airfare reimbursements require the ticket number; mileage reimbursements require the number of miles driven.

### Create Expense Report


#### Expense Detail for Airfare (Line 1)


Brooke Habecker


Report ID:

NEXT

#### About This Expense

\*Expense Date: 03/14/2010 

\*Payment Type: Paid by Employee  ☐ No Receipt



\*Billing Type: Internal  ☐ Non-Reimbursable

\*Ticket Number: YZA135708642

\*Description: Round-trip flights LA-Orlando, 3/14/10 and 3/17/10

\*Amount Spent: 380.00

\*Currency: USD

\*Exchange Rate: 1.00000000  

☒ Default Rate

Reimbursement Amt: 380.00 USD

[Accounting Detail](#)

[Receipt Split](#)

[Check Expense For Errors](#)

[Return to Expense Report](#)

- Click on “Accounting Detail” to enter chart fields.
- Fill in the Class field and make any necessary changes to other chart fields.

### Create Expense Report

#### Accounting Detail

Brooke Habecker

Report ID:

NEXT

This is the accounting detail for expense type Airfare with a transaction date of 2010-03-14 in the amount of 380 USD. If changes are made inadvertently, you may reset the default accounting values by hitting the 'Restore Defaults' button.

[Restore Defaults](#)

#### General Ledger ChartFields

Amount	GL Unit	Monetary Amount	Currency Code	Exchange Rate	Account	Oper Unit	Fund	Dept	Program	Class	Product	Project	Affiliate	Fund Affil
380.00	PUNIV	380.00 USD	1.00000000	511025			uonda	10265		ASADM				

[Add ChartField Line](#) [Refresh](#)

[OK](#)

- If the expense is to be split between multiple chart strings, click “Add ChartField Line” to add more lines.
- Click “OK” when you have finished.

You will be returned to the Expense Detail page.

- From the Expense Detail page, click the “Return to Expense Report” link to return to the Entry page.

### [Create Expense Report](#)






### Expense Detail for Ground Transportation (Line 2)

Brooke Habecker

Report ID:

NEXT

#### About This Expense

*Expense Date:	03/14/2010 	
*Payment Type:	Paid by Employee 	<input type="checkbox"/> No Receipt
*Billing Type:	Internal 	<input type="checkbox"/> Non-Reimbursable
*Description:	Shuttle to and from airport in Orlando	
*Amount Spent:	80.00	
*Currency:	USD	
*Exchange Rate:	1.00000000  	
	<input checked="" type="checkbox"/> Default Rate	

Reimbursement Amt: 80.00 USD


[Accounting Detail](#)

[Receipt Split](#)

[Check Expense For Errors](#)

[Return to Expense Report](#)



- Continue to add lines to the Expense Report until all expenses are accounted for. If more than four lines are needed, click the  icon to add lines.

When you are finished entering expense lines, you can submit the expense report for approval, or save the report without submitting it.

<a href="#">Save For Later</a>	<a href="#">Submit</a>
--------------------------------	------------------------

### [Return to Travel and Expense Center](#)

- If you want to submit the expense report for approval, click the “Submit” button.


- Click “OK” to confirm the submission.

[Create Expense Report](#)  
**Save Confirmation**

Brooke Habecker

Report ID: 0000000089

Expense Report Totals			
Employee Expenses:	485.00	USD	Due Employee: 485.00 USD
Non-Reimbursable Expenses:	0.00	USD	Due Vendor: 0.00 USD
Prepaid Expenses:	0.00	USD	<a href="#">Definition of Totals</a>
Employee Credits:	0.00	USD	
Vendor Credits:	0.00	USD	
Cash Advances Applied:	0.00	USD	

 Click OK to submit, or click Cancel to return to the expense report without submitting.

You will be returned to a view-only copy of your expense report. The Report ID is visible at upper right. Once submitted for approval, a reimbursement is not available for modification.

The Accounts Payable Office will approve the expense report once all backup is received and correct.

Create Expense Report is complete.