



Creating an Expense Report in SFS Using My Wallet

An Expense Report (ER) is a tool employees use to be reimbursed for travel or other out-of-pocket expenses and to account for transactions made on a state travel card. It is a recommended best practice to create, submit, and account for travel card transactions on an Expense Report in SFS using "My Wallet" within ten days of completed travel.

All Travel Card transactions are automatically loaded into the SFS "My Wallet" from the credit card company. From My Wallet, you can select transactions and apply them to Expense Reports as necessary.

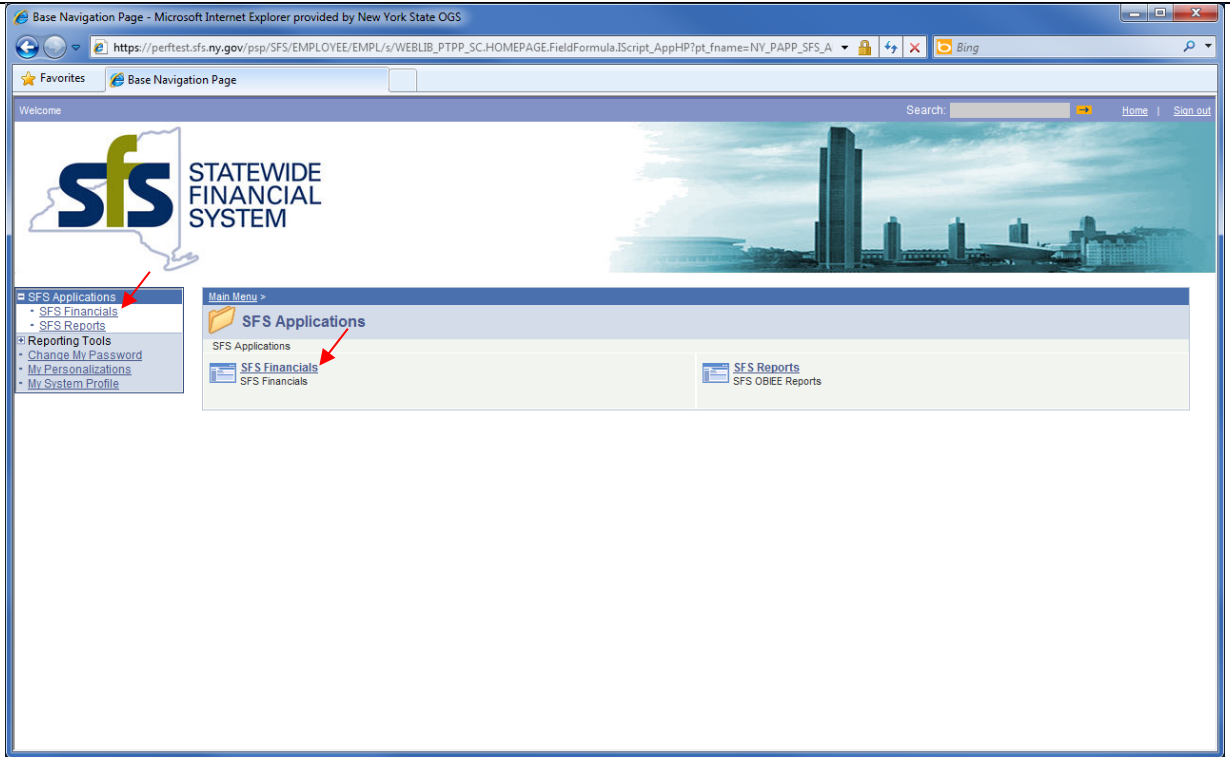
In this module, you will learn how to create a travel expense report using My Wallet.

Click **SFS Applications**.

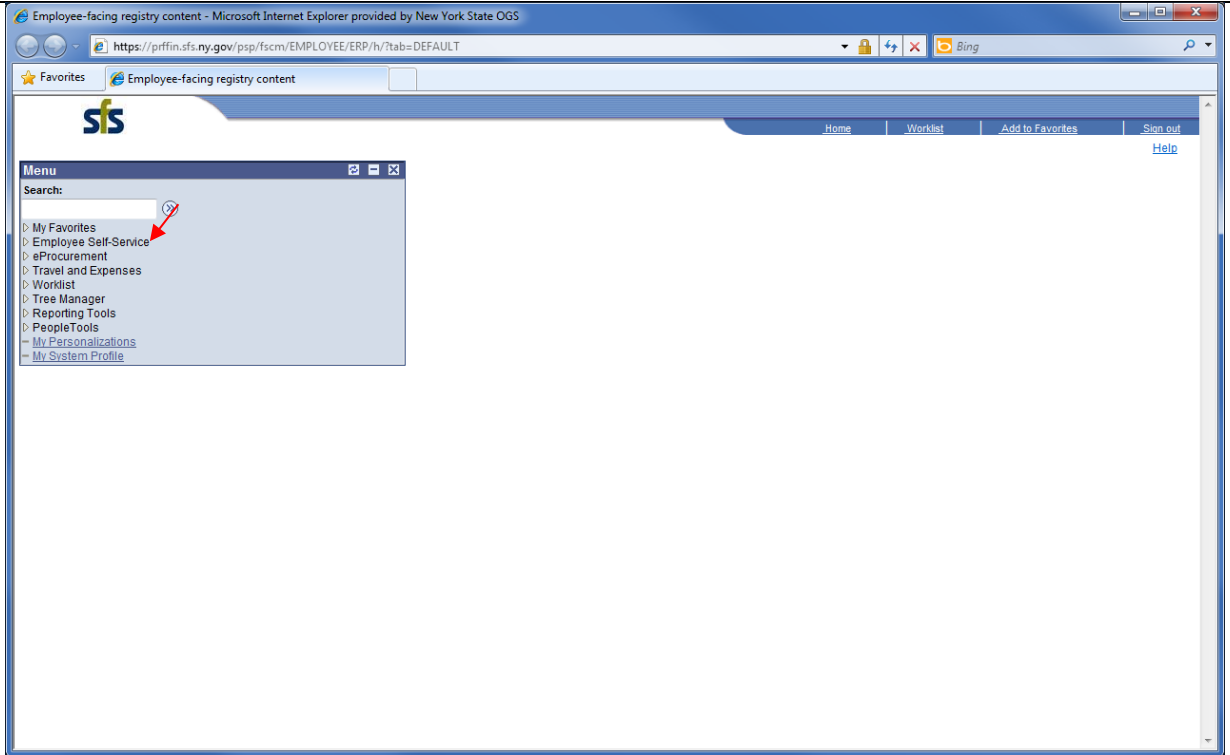
NOTE: All items marked with an * must be completed.

NOTE: Save periodically as SFS times out after 20 minutes.

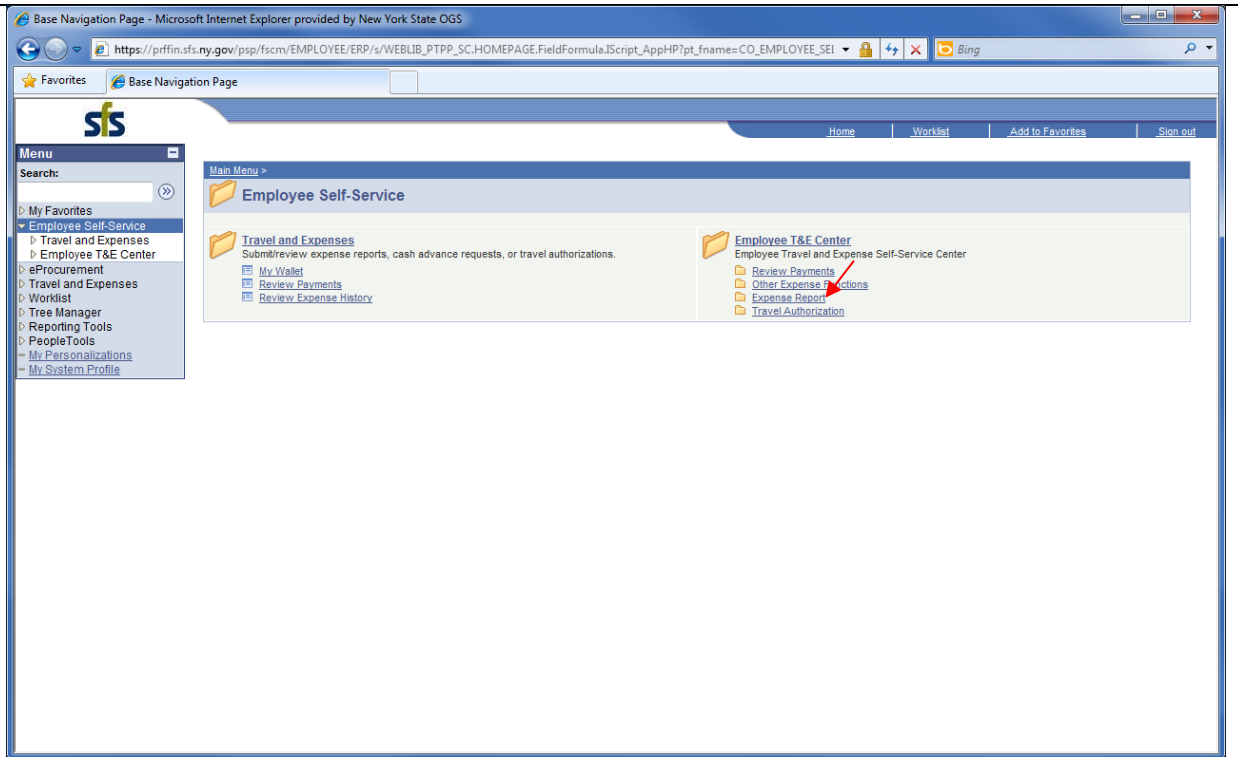
Click **SFS Financials** (either location).



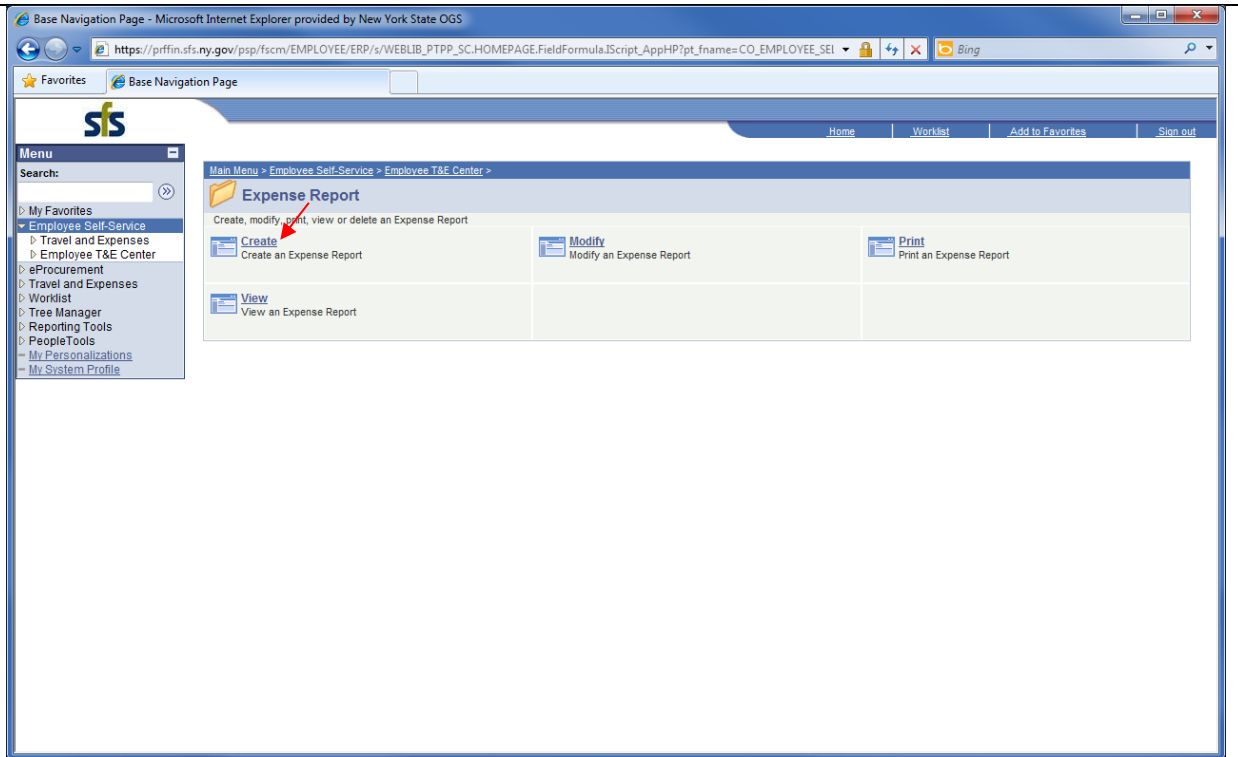
Click **Employee Self-Service**.



Click **Expense Report** under Employee T&E Center.



Click **Create**.



Collapse the menu pagelet by clicking the minimize button.

This action gives a larger screen for better viewing.

The screenshot shows a web browser window titled "Create - Microsoft Internet Explorer provided by New York State OGS". The address bar shows the URL: https://prffin.sfs.ny.gov/psp/fscmv/EMPLOYEE/ERP/s/WEBLIB_TE_NAV.WEBLIB_FUNCTION.FieldFormula.iScript_AddExpense?TE.Menu.Vars=ADN. The page header includes the SFS logo and navigation links: Home, Worklist, Add to Favorites, Sign out, New Window, Help. The main content area is titled "Create Expense Report" and "Expense Report Entry". It features a "Quick Start" section with a dropdown menu set to "A Blank Report" and a "GO" button. Below this is a "General Information" section with fields for Description, Business Purpose, Comment, Reference, and DOB Approval Code. There are also fields for Default Location, Official Station (Albany, NY), and Work Location. A "Details" section contains a table with columns: Select, Expense Type, Expense Date, Amount Spent, Currency, Payment Type, and Billing Type. At the bottom, there are buttons for "Copy Selected", "Delete Selected", "New Expense", "Add", and "Check For Errors". A red arrow points to the minimize button on the menu pagelet.

This is the Expense Report Entry page. It is used to create and submit ERs.

This screenshot is identical to the one above, showing the "Expense Report Entry" page. However, the menu pagelet on the left is expanded, showing a search bar and a list of navigation options including "My Favorites", "Employee Self-Service", "Travel and Expenses", "Employee T&E Center", "Review Payments", "Other Expense Functions", "Expense Report", "Travel Authorization", "eProcurement", "Tree Manager", "Reporting Tools", "People Tools", "My Personalizations", and "My System Profile".

The **Quick Start** list allows the user to select the most efficient creation method.

Click the **Quick Start** drop down arrow.

Select **Entries from My Wallet**.

Click **GO**.

This is the **My Wallet** page. All Travel Card transactions for the traveler will be loaded here via a periodic feed from the credit card company.

From this page, the user can select transactions and apply them to ERs as necessary.

NOTE: The detail information of My Wallet transactions can only be viewed and not modified.

Select	Date	Expense Type	Merchant	Cardmember Number	GL Business Unit	Amount
<input type="checkbox"/>	07/25/2012	Vehicle Rental	HERTZ RENT-A-CAR	*****4087	OGS01	30.90 USD
<input type="checkbox"/>	07/25/2012	<Unspecified>	EXXONMOBIL 97498133	*****4087	OGS01	40.00 USD
<input type="checkbox"/>	07/25/2012	<Unspecified>	SUNOCO 0822014700	*****4087	OGS01	23.00 USD
<input type="checkbox"/>	07/02/2012	<Unspecified>	SCARBOROUGH RESTAURA	*****4087	OGS01	57.00 USD
<input type="checkbox"/>	07/02/2012	Parking Fees	CAPITAL DISTRICT TRANSPOR	*****4087	OGS01	6.00 USD
<input type="checkbox"/>	06/29/2012	Train Tickets	AMTRAK.COM 1818104095819	*****4087	OGS01	72.00 USD
<input type="checkbox"/>	06/28/2012	Vehicle Rental	ENTERPRISE RENT-A-CAR	*****4087	OGS01	31.92 USD
<input type="checkbox"/>	06/27/2012	Fuel for Travel	GULF OIL 91803691	*****4087	OGS01	11.50 USD
<input type="checkbox"/>	06/27/2012	Fuel for Travel	EXXONMOBIL 97360341	*****4087	OGS01	56.50 USD
<input type="checkbox"/>	06/27/2012	Recpted Day Dinner	SCARBOROUGH RESTAURA	*****4087	OGS01	57.00 USD
<input type="checkbox"/>	06/22/2012	Recpted Day Dinner	SCARBOROUGH RESTAURA	*****4087	OGS01	57.00 USD
<input type="checkbox"/>	06/22/2012	Parking Fees	CAPITAL DISTRICT TRANSPOR	*****4087	OGS01	12.00 USD
<input type="checkbox"/>	06/21/2012	Recpted Day	REPUBLIC	*****4087	OGS01	57.00 USD

Note: SFS will assign expense types to each credit card transaction in the Expense Type column.

At times, SFS may not be able to match the expense type. In these cases, SFS will assign an expense type of [<Unspecified>](#).

NOTE: If the traveler wishes to bring an [<Unspecified>](#) credit card transaction into their Expense Report, they must first click the [<Unspecified>](#) link and assign the transaction the correct expense type.

Create - Microsoft Internet Explorer provided by New York State OGS

https://prffin.sfs.ny.gov/psp/fscm/EMPLOYEE/ERP/s/WEBLIB_TE_NAV.WEBLIB_FUNCTION.FieldFormula.IScript_AddExpe

Home | Worklist | Add to Favorites | Sign out

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

Select	Date	Expense Type	Merchant	Cardmember Number	Gl_Business Unit	Amount
<input type="checkbox"/>	07/25/2012	Vehicle Rental	HERTZ RENT-A-CAR	*****4087	OGS01	30.90 USD
<input type="checkbox"/>	07/25/2012	<Unspecified>	EXXONMOBIL 97498133	*****4087	OGS01	40.00 USD
<input type="checkbox"/>	07/25/2012	<Unspecified>	SUNOCO 0822014700	*****4087	OGS01	23.00 USD
<input type="checkbox"/>	07/02/2012	<Unspecified>	SCARBOROUGH RESTAURA	*****4087	OGS01	57.00 USD
<input type="checkbox"/>	07/02/2012	Parking Fees	CAPITAL DISTRICT TRANSPOR	*****4087	OGS01	6.00 USD
<input type="checkbox"/>	06/29/2012	Train Tickets	AMTRAK.COM 1818104095819	*****4087	OGS01	72.00 USD
<input type="checkbox"/>	06/28/2012	Vehicle Rental	ENTERPRISE RENT-A-CAR	*****4087	OGS01	31.92 USD
<input type="checkbox"/>	06/27/2012	Fuel for Travel	GULF OIL 91803691	*****4087	OGS01	11.50 USD
<input type="checkbox"/>	06/27/2012	Fuel for Travel	EXXONMOBIL 97360341	*****4087	OGS01	56.50 USD
<input type="checkbox"/>	06/27/2012	Receipted Day Dinner	SCARBOROUGH RESTAURA	*****4087	OGS01	57.00 USD
<input type="checkbox"/>	06/22/2012	Receipted Day Dinner	SCARBOROUGH RESTAURA	*****4087	OGS01	57.00 USD
<input type="checkbox"/>	06/22/2012	Parking Fees	CAPITAL DISTRICT TRANSPOR	*****4087	OGS01	12.00 USD
<input type="checkbox"/>	06/21/2012	Receipted Day	REPUBLIC	*****4087	OGS01	57.00 USD

Check the **Expense Type** for items of the specific trip that applies to the ER you are completing.

If correct, proceed. If it is incorrect or **<Unspecified>**, click to alter.

Create - Microsoft Internet Explorer provided by New York State OGS

https://prffin.sfs.ny.gov/psp/fscm/EMPLOYEE/ERP/s/WEBLIB_TE_NAV.WEBLIB_FUNCTION.FieldFormula.iScript_AddExpe

Home Worklist Add to Favorites Sign out

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.

Select	Date	Expense Type	Merchant	Cardmember Number	GL Business Unit	Amount
<input type="checkbox"/>	07/25/2012	Vehicle Rental	HERTZ RENT-A-CAR	*****4087	OGS01	30.90 USD
<input type="checkbox"/>	07/25/2012	<Unspecified>	EXXONMOBIL 97498133	*****4087	OGS01	40.00 USD
<input type="checkbox"/>	07/25/2012	<Unspecified>	SUNOCO 0822014700	*****4087	OGS01	23.00 USD
<input type="checkbox"/>	07/02/2012	<Unspecified>	SCARBOROUGH RESTAURA	*****4087	OGS01	57.00 USD
<input type="checkbox"/>	07/02/2012	Parking Fees	CAPITAL DISTRICT TRANSPOR	*****4087	OGS01	6.00 USD
<input type="checkbox"/>	06/29/2012	Train Tickets	AMTRAK.COM 1818104095819	*****4087	OGS01	72.00 USD
<input type="checkbox"/>	06/28/2012	Vehicle Rental	ENTERPRISE RENT-A-CAR	*****4087	OGS01	31.92 USD
<input type="checkbox"/>	06/27/2012	Fuel for Travel	GULF OIL 91803691	*****4087	OGS01	11.50 USD
<input type="checkbox"/>	06/27/2012	Fuel for Travel	EXXONMOBIL 97360341	*****4087	OGS01	56.50 USD
<input type="checkbox"/>	06/27/2012	Receipted Day Dinner	SCARBOROUGH RESTAURA	*****4087	OGS01	57.00 USD
<input type="checkbox"/>	06/22/2012	Receipted Day Dinner	SCARBOROUGH RESTAURA	*****4087	OGS01	57.00 USD
<input type="checkbox"/>	06/22/2012	Parking Fees	CAPITAL DISTRICT TRANSPOR	*****4087	OGS01	12.00 USD
<input type="checkbox"/>	06/21/2012	Receipted Day	REPUBLIC	*****4087	OGS01	57.00 USD

Choose the expense type from the drop down arrow.

Create - Microsoft Internet Explorer provided by New York State OGS

https://prffin.sfs.ny.gov/psp/fscm/EMPLOYEE/ERP/s/WEBLIB_TE_NAV.WEBLIB_FUNCTION.FieldFormula.iSc

Home Worklist Add to Favorites Sign out

Create Expense Report

My Wallet Detail

Report ID: NEXT

Country: USA

Expense Type: [Dropdown Menu]

Transaction Date:

Payment Type:

Merchant:

Expense Location:

Cardmember Number:

Transaction Amount:

Exchange Rate:

Reimbursement Amt:

Description:

City:

[Return to My Wallet](#)

- Membership costs
- Mileage - Alternate Rate
- Misc Travel Expenses
- Moving Expenses (NonTax)
- Moving Expenses (Tax)
- Non Reimbursable Expenses
- PDiem-Ovrngt Extra Brkfst
- PDiem-Ovrngt Extra Dinner
- PDiem-Ovrngt Meals
- PDiem-Pub Official Day
- PDiem-Pub Official Ovrngt
- PDiem-Unrecpted Day Brkfst
- PDiem-Unrecpted Day Dinner
- PDiem-Unrecpted Ovrngt
- Parking Fees
- Pdiem- Escort Lunch
- Postage costs
- Receipted Day Brkfst
- Receipted Day Dinner
- Receipted Lodging
- Return To State Charges
- Subscriptions
- Taxi / Car Service
- Tolls paid
- Train Tickets
- Train Tickets - Prepaid
- Training / Education
- Uniform allowance
- Vehicle Rental
- Weekend Allowance

Click **Select** for all of the items of your specified trip.

Click the **Done** button at the bottom of the page.

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.

Select	Date	Expense Type	Merchant	Cardmember Number	GL Business Unit	Amount
<input checked="" type="checkbox"/>	07/25/2012	Vehicle Rental	HERTZ RENT-A-CAR	*****4087	OGS01	30.90 USD
<input checked="" type="checkbox"/>	07/25/2012	Fuel for Travel	EXXONMOBIL 97498133	*****4087	OGS01	40.00 USD
<input checked="" type="checkbox"/>	07/25/2012	Fuel for Travel	SUNOCO 0822014700	*****4087	OGS01	23.00 USD
<input type="checkbox"/>	07/02/2012	<Unspecified>	SCARBOROUGH RESTAURA	*****4087	OGS01	57.00 USD
<input type="checkbox"/>	07/02/2012	Parking Fees	CAPITAL DISTRICT TRANSPOR	*****4087	OGS01	6.00 USD
<input type="checkbox"/>	06/29/2012	Train Tickets	AMTRAK.COM 1818104095819	*****4087	OGS01	72.00 USD
<input type="checkbox"/>	06/28/2012	Vehicle Rental	ENTERPRISE RENT-A-CAR	*****4087	OGS01	31.92 USD
<input type="checkbox"/>	06/27/2012	Fuel for Travel	GULF OIL 91803691	*****4087	OGS01	11.50 USD
<input type="checkbox"/>	06/27/2012	Fuel for Travel	EXXONMOBIL 97360341	*****4087	OGS01	56.50 USD
<input type="checkbox"/>	06/27/2012	Receipted Day Dinner	SCARBOROUGH RESTAURA	*****4087	OGS01	57.00 USD
<input type="checkbox"/>	06/22/2012	Receipted Day Dinner	SCARBOROUGH RESTAURA	*****4087	OGS01	57.00 USD

Done

As you can see, the charges selected from your wallet have been brought into your ER.

Report ID: NEXT

[User Defaults](#) [Attachments \(0\)](#)

General Information

*Description: Comment:
 *Business Purpose: Reference:
 Default Location: DOB Approval Code:

Out of State Official Station: Albany, NY Work Location:
 Travel Dates: From: To:
 Normal Work Hours: From(HH:MM): To(HH:MM):

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

Details [Customize](#) | [Find](#) | [View All](#) | First 1-3 of 3 Last

Select	*Expense Type	*Expense Date	*Amount Spent	*Currency	*Payment Type	*Billing Type
<input checked="" type="checkbox"/>	Vehicle Rental	07/25/2012	30.90	USD	Travel Card	Detail <input type="button" value="+"/>
<input checked="" type="checkbox"/>	Fuel for Travel	07/25/2012	40.00	USD	Travel Card	Detail <input type="button" value="+"/>
<input checked="" type="checkbox"/>	Fuel for Travel	07/25/2012	23.00	USD	Travel Card	Detail <input type="button" value="+"/>

New Expense:

Totals

Employee Expenses:	93.90 USD	Due Employee:	0.00 USD
Non-Reimbursable Expenses:	0.00 USD	Due Vendor:	0.00 USD
Prepaid Expenses:	93.90 USD		
Employee Credits:	0.00 USD		
Vendor Credits:	0.00 USD		

Click in the **Description** field.

The description should be specific enough so the expense report can be identified quickly. This field has a 30 character limit.

Do **NOT** use typographical characters, i.e., !@#%&()'"?>< in any fields.

The screenshot shows the 'Create Expense Report' form in Microsoft Internet Explorer. The browser address bar shows the URL: https://prffin.sfs.ny.gov/psp/fscm/EMPLOYEE/ERP/s/WEBLIB_TE_NAV.WEBLIB_FUNCTION.FieldFormula.iScript_AddExpe. The page title is 'Create Expense Report' and the sub-header is 'Expense Report Entry'. The 'General Information' section is expanded, and the 'Description' field is highlighted with a red arrow. The 'Description' field is empty. Other fields include 'Business Purpose', 'Default Location', 'Comment', 'Reference', 'DOB Approval Code', 'Official Station' (Albany, NY), 'Work Location', 'Travel Dates', and 'Normal Work Hours'. The 'Accounting Defaults' section is also visible. Below the form is a table with columns: Select, Expense Type, Expense Date, Amount Spent, Currency, Payment Type, and Billing Type. The table contains three rows of expense data: Vehicle Rental (30.90 USD), Fuel for Travel (40.00 USD), and Fuel for Travel (23.00 USD). A 'Totals' section at the bottom shows Employee Expenses: 93.90 USD, Non-Reimbursable Expenses: 0.00 USD, Prepaid Expenses: 93.90 USD, Employee Credits: 0.00 USD, and Vendor Credits: 0.00 USD. The 'Due Employee' and 'Due Vendor' amounts are both 0.00 USD.

Click in the **Comment** field.

Enter the justification or purpose of the trip. Additional comments can be added to this field. This field has a 10,000 character limit.

The screenshot shows the 'Create Expense Report' form in Microsoft Internet Explorer. The browser address bar shows the URL: https://prffin.sfs.ny.gov/psp/fscm/EMPLOYEE/ERP/s/WEBLIB_TE_NAV.WEBLIB_FUNCTION.FieldFormula.iScript_AddExpe. The page title is 'Create Expense Report' and the sub-header is 'Expense Report Entry'. The 'General Information' section is expanded, and the 'Comment' field is highlighted with a red arrow. The 'Comment' field contains the text 'Program Meeting in Buffalo'. Other fields include 'Business Purpose', 'Default Location', 'Description', 'Reference', 'DOB Approval Code', 'Official Station' (Albany, NY), 'Work Location', 'Travel Dates', and 'Normal Work Hours'. The 'Accounting Defaults' section is also visible. Below the form is a table with columns: Select, Expense Type, Expense Date, Amount Spent, Currency, Payment Type, and Billing Type. The table contains three rows of expense data: Vehicle Rental (30.90 USD), Fuel for Travel (40.00 USD), and Fuel for Travel (23.00 USD). A 'Totals' section at the bottom shows Employee Expenses: 93.90 USD, Non-Reimbursable Expenses: 0.00 USD, Prepaid Expenses: 93.90 USD, Employee Credits: 0.00 USD, and Vendor Credits: 0.00 USD. The 'Due Employee' and 'Due Vendor' amounts are both 0.00 USD.

Choose your **Business Purpose**. Select the option that best describes your purpose of travel.

Create Expense Report
Expense Report Entry

User Defaults Report ID: NEXT Attachments (0)

General Information

*Description: Program Meeting in Buffalo
 *Business Purpose: **Program Meeting in Buffalo**
 Default Location:
 Comment: Assigned to meet with agency staff.
 Reference:
 Albany, NY
 From:
 To:
 From(HH:MM):
 To(HH:MM):

Accounting Defaults

Details

Select	*Expense Type	*Amount Spent	*Currency	*Payment Type	*Billing Type
<input type="checkbox"/>	Vehicle Rental	30.90	USD	Travel Card	Detail
<input type="checkbox"/>	Fuel for Travel	40.00	USD	Travel Card	Detail
<input type="checkbox"/>	Fuel for Travel	23.00	USD	Travel Card	Detail

Totals

Employee Expenses:	93.90	USD	Due Employee:	0.00	USD
Non-Reimbursable Expenses:	0.00	USD	Due Vendor:	0.00	USD
Prepaid Expenses:	93.90	USD			
Employee Credits:	0.00	USD			
Vendor Credits:	0.00	USD			

Reference

This field can be used for Agency references, as necessary. This is an optional field. (This field holds limited characters.)

Create Expense Report
Expense Report Entry

User Defaults Report ID: NEXT Attachments (0)

General Information

*Description: Program Meeting in Buffalo
 *Business Purpose: Agency Visit
 Default Location:
 Comment: Assigned to meet with agency staff.
 Reference:
 Albany, NY
 From:
 To:
 From(HH:MM):
 To(HH:MM):

Accounting Defaults

Details

Select	*Expense Type	*Expense Date	*Amount Spent	*Currency	*Payment Type	*Billing Type
<input type="checkbox"/>	Vehicle Rental	07/25/2012	30.90	USD	Travel Card	Detail
<input type="checkbox"/>	Fuel for Travel	07/25/2012	40.00	USD	Travel Card	Detail
<input type="checkbox"/>	Fuel for Travel	07/25/2012	23.00	USD	Travel Card	Detail

Totals

Employee Expenses:	93.90	USD	Due Employee:	0.00	USD
Non-Reimbursable Expenses:	0.00	USD	Due Vendor:	0.00	USD
Prepaid Expenses:	93.90	USD			
Employee Credits:	0.00	USD			
Vendor Credits:	0.00	USD			

Click in the **DOB Approval Code** field.

If a **DOB Approval Code** was obtained for this trip, it must be entered in the **DOB Approval Code** field.

The screenshot shows the 'Create Expense Report' interface. In the 'General Information' section, the 'DOB Approval Code' field contains the value '53000-654-2013' and is highlighted with a red arrow. Other fields include 'Description: Program Meeting in Buffalo', 'Business Purpose: Agency Visit', and 'Official Station: Albany, NY'. The 'Details' section shows a table of expenses:

Select	*Expense Type	*Expense Date	*Amount Spent	*Currency	*Payment Type	*Billing Type
<input type="checkbox"/>	Vehicle Rental	07/25/2012	30.90	USD	Travel Card	Detail
<input type="checkbox"/>	Fuel for Travel	07/25/2012	40.00	USD	Travel Card	Detail
<input type="checkbox"/>	Fuel for Travel	07/25/2012	23.00	USD	Travel Card	Detail

The **Default Location** is where you traveled.

Type in the state's two letter designation and the first few letters of the city you visited.

Click .

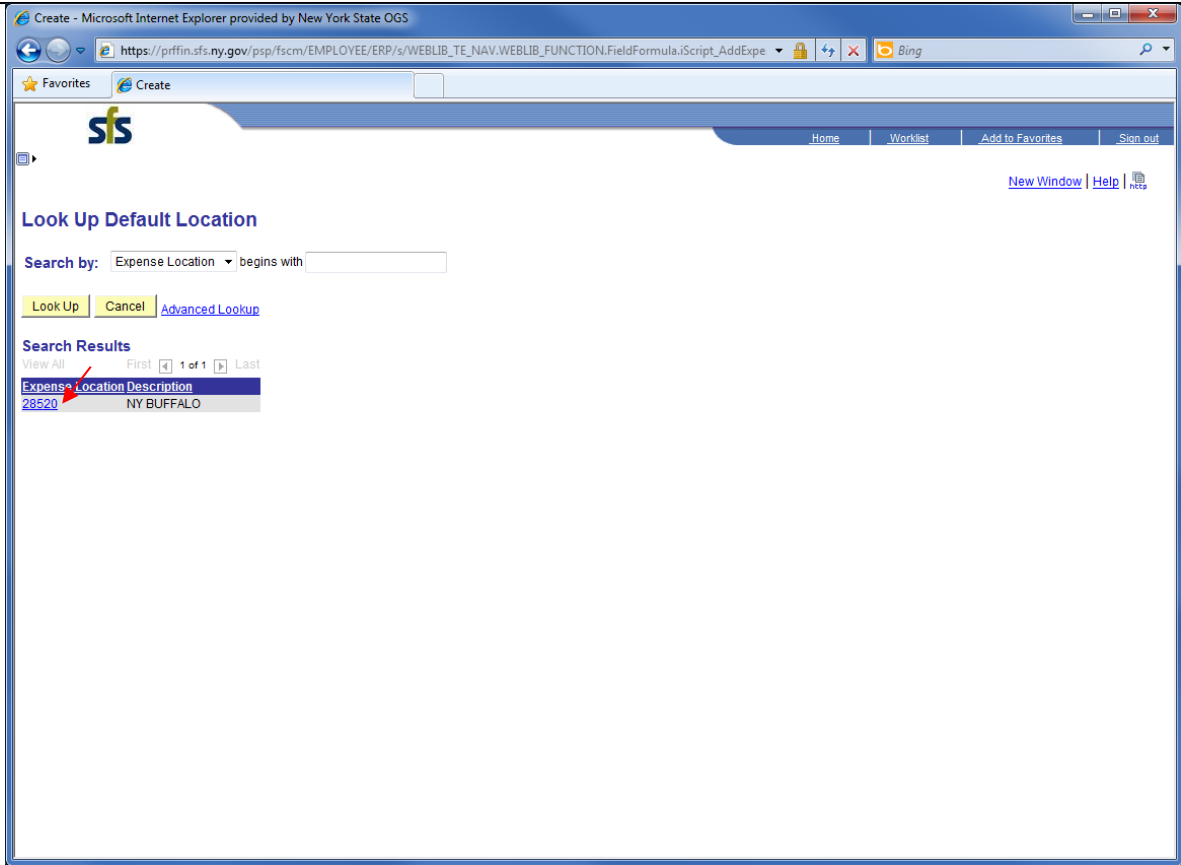
NOTE: BSC may deny if this field is not populated.

The screenshot shows the 'Create Expense Report' interface. In the 'General Information' section, the 'Default Location' field contains the value 'NY BUF' and is highlighted with a red arrow. Other fields include 'Description: Program Meeting in Buffalo', 'Business Purpose: Agency Visit', and 'Official Station: Albany, NY'. The 'Details' section shows a table of expenses:

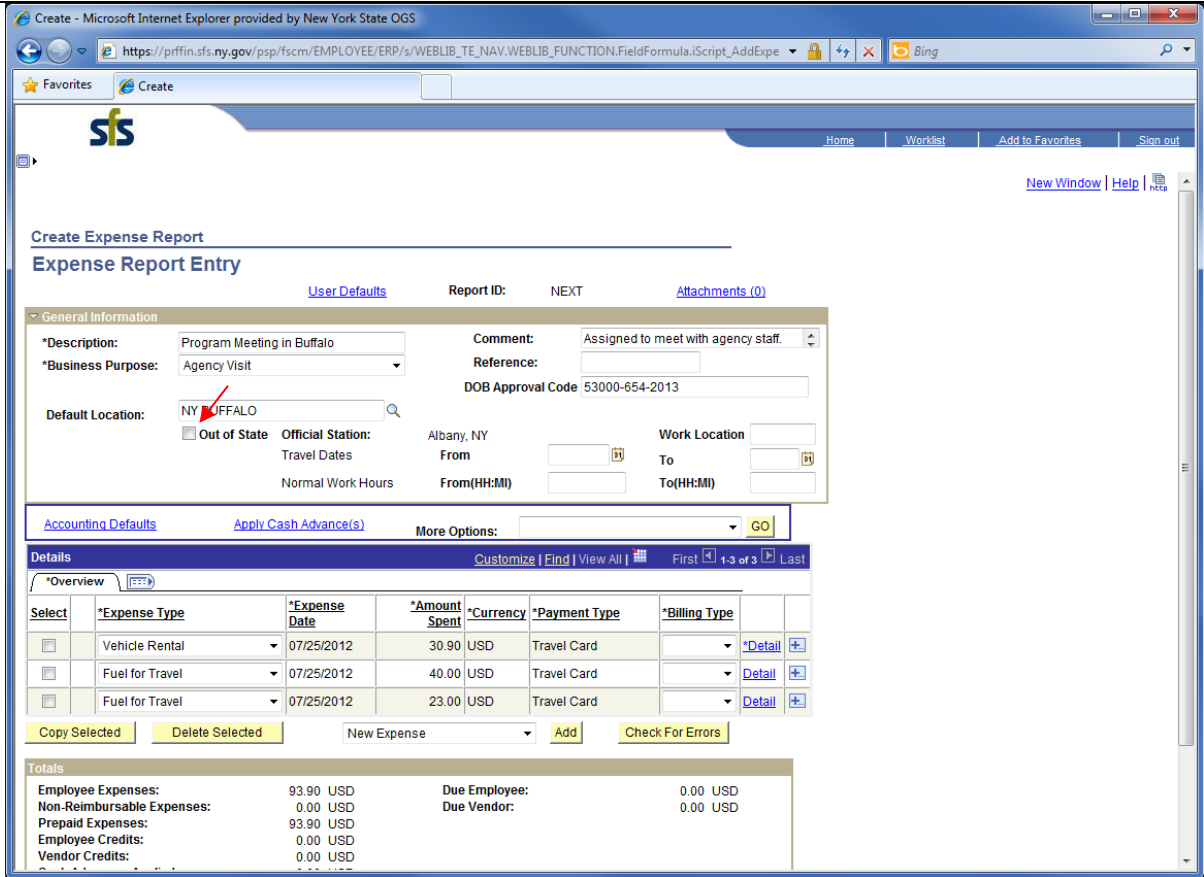
Select	*Expense Type	*Expense Date	*Amount Spent	*Currency	*Payment Type	*Billing Type
<input type="checkbox"/>	Vehicle Rental	07/25/2012	30.90	USD	Travel Card	Detail
<input type="checkbox"/>	Fuel for Travel	07/25/2012	40.00	USD	Travel Card	Detail
<input type="checkbox"/>	Fuel for Travel	07/25/2012	23.00	USD	Travel Card	Detail

Select the correct location.

NOTE: Based on the **Default Location** selected, per diem amounts auto-populate and hotel rates will be validated.



If travel is **Out of State**, click this box.



The **Official Station** field will be used to identify the location the user is officially assigned regardless of work location.

NOTE: The information in this field will auto-populate based on your Employee Profile.

General Information

*Description: Program Meeting in Buffalo
 *Business Purpose: Agency Visit
 Comment: Assigned to meet with agency staff.
 Reference:
 Default Location: NY BUFFALO
 Out of State: Official Station: Albany, NY
 Travel Dates: From To
 Normal Work Hours: From(HH:MM) To(HH:MM)

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

Details

Select	*Expense Type	*Expense Date	*Amount Spent	*Currency	*Payment Type	*Billing Type
<input type="checkbox"/>	Vehicle Rental	07/25/2012	30.90	USD	Travel Card	Detail
<input type="checkbox"/>	Fuel for Travel	07/25/2012	40.00	USD	Travel Card	Detail
<input type="checkbox"/>	Fuel for Travel	07/25/2012	23.00	USD	Travel Card	Detail

Totals

Employee Expenses:	93.90 USD	Due Employee:	0.00 USD
Non-Reimbursable Expenses:	0.00 USD	Due Vendor:	0.00 USD
Prepaid Expenses:	93.90 USD		
Employee Credits:	0.00 USD		
Vendor Credits:	0.00 USD		

The **Work Location** field is used to identify an alternate work site if not working from your official station.

General Information

*Description: Program Meeting in Buffalo
 *Business Purpose: Agency Visit
 Comment: Assigned to meet with agency staff.
 Reference:
 Default Location: NY BUFFALO
 Out of State: Official Station: Albany, NY
 Travel Dates: From To
 Normal Work Hours: From(HH:MM) To(HH:MM)
 Work Location: To

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


Details

Select	*Expense Type	*Expense Date	*Amount Spent	*Currency	*Payment Type	*Billing Type
<input type="checkbox"/>	Vehicle Rental	07/25/2012	30.90	USD	Travel Card	Detail
<input type="checkbox"/>	Fuel for Travel	07/25/2012	40.00	USD	Travel Card	Detail
<input type="checkbox"/>	Fuel for Travel	07/25/2012	23.00	USD	Travel Card	Detail

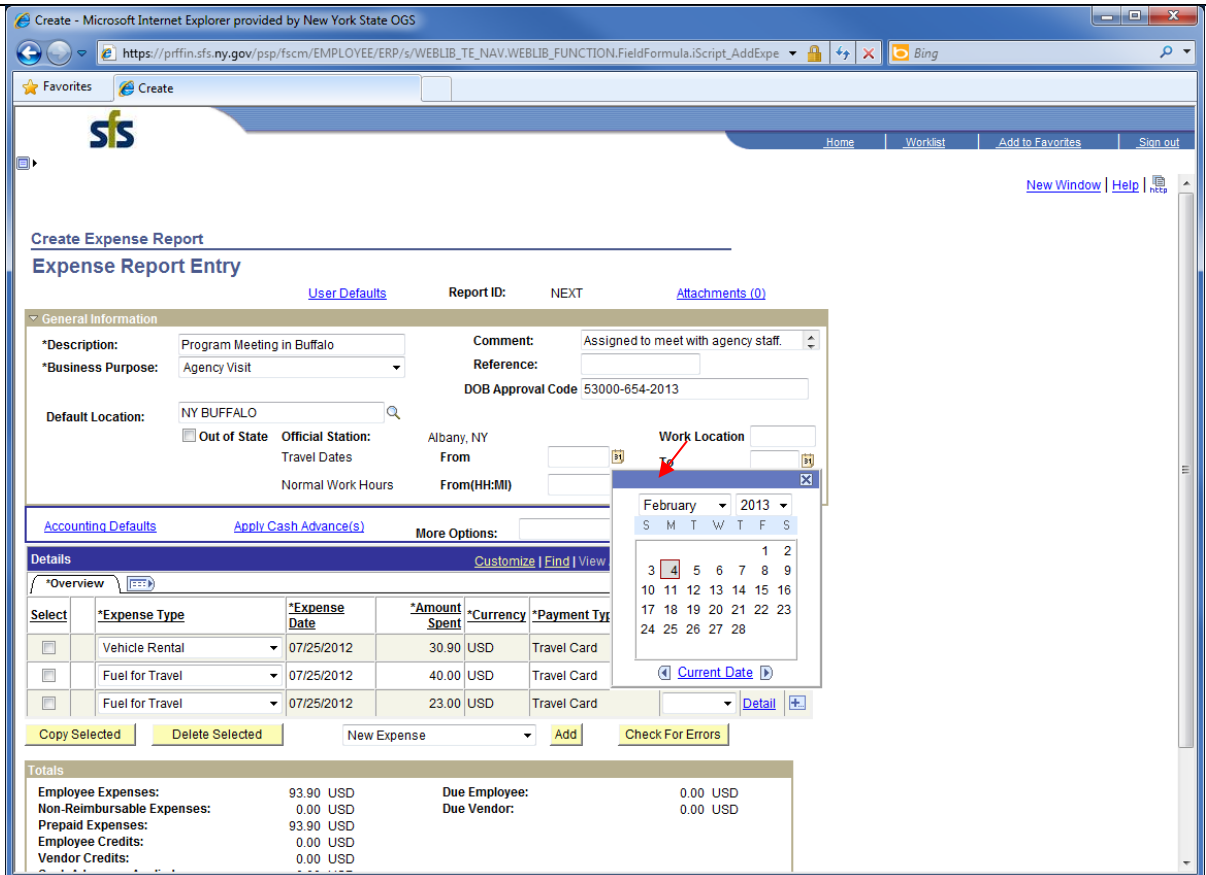
Totals

Employee Expenses:	93.90 USD	Due Employee:	0.00 USD
Non-Reimbursable Expenses:	0.00 USD	Due Vendor:	0.00 USD
Prepaid Expenses:	93.90 USD		
Employee Credits:	0.00 USD		
Vendor Credits:	0.00 USD		

Travel Dates


Enter your travel date **From** (start date) by clicking on the **Calendar** . Clicking on the **calendar** will give you a pop-up box to choose your travel start dates.

NOTE: BSC may deny your Expense Report if this field is not populated.

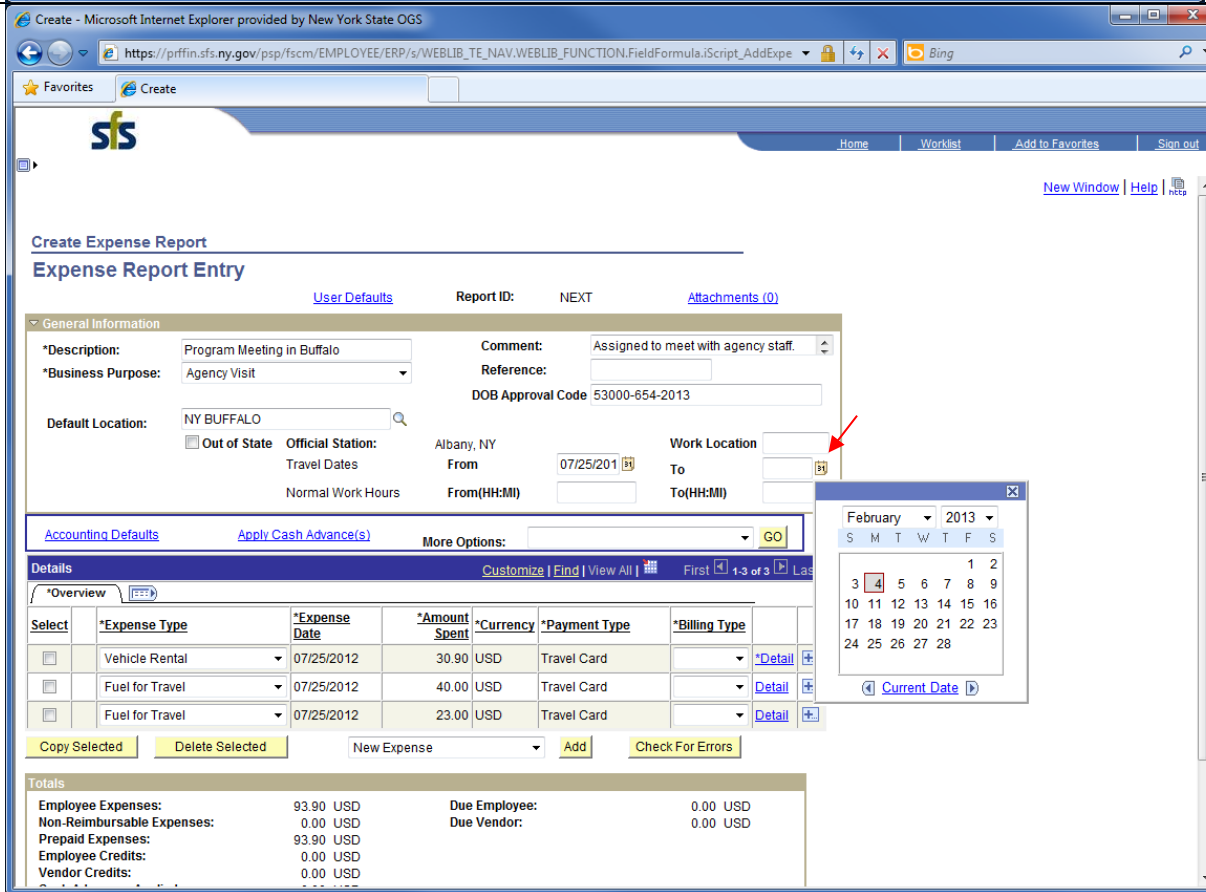


The screenshot shows the 'Expense Report Entry' form. The 'Work Location' field is highlighted with a red arrow. A calendar pop-up is open, showing the date selection interface for February 2013. The form includes fields for Description, Business Purpose, Default Location, Official Station, and Work Location. The 'Work Location' field is currently empty, and the calendar is open to allow selection of a date.

Select	*Expense Type	*Expense Date	*Amount Spent	*Currency	*Payment Type
<input type="checkbox"/>	Vehicle Rental	07/25/2012	30.90	USD	Travel Card
<input type="checkbox"/>	Fuel for Travel	07/25/2012	40.00	USD	Travel Card
<input type="checkbox"/>	Fuel for Travel	07/25/2012	23.00	USD	Travel Card

Enter your travel date **To** (end date) by clicking on the **Calendar** . Clicking on the **Calendar** will give you a pop-up box to choose your travel end dates.

NOTE: BSC may deny your Expense Report if this field is not populated.



The screenshot shows the 'Expense Report Entry' form. The 'To' field in the 'Work Location' section is highlighted with a red arrow. A calendar pop-up is open, showing the date selection interface for February 2013. The form includes fields for Description, Business Purpose, Default Location, Official Station, and Work Location. The 'To' field is currently empty, and the calendar is open to allow selection of a date.

Select	*Expense Type	*Expense Date	*Amount Spent	*Currency	*Payment Type	*Billing Type
<input type="checkbox"/>	Vehicle Rental	07/25/2012	30.90	USD	Travel Card	*Detail
<input type="checkbox"/>	Fuel for Travel	07/25/2012	40.00	USD	Travel Card	*Detail
<input type="checkbox"/>	Fuel for Travel	07/25/2012	23.00	USD	Travel Card	*Detail

Next you need to enter your Normal Work hours

Click the **From (HH:MI)** and **To (HH:MI)** box to enter your Normal Work Hours.

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

NOTE: BSC may deny your Expense Report if these fields are not populated.

General Information

*Description: Program Meeting in Buffalo
 *Business Purpose: Agency Visit
 Default Location: NY BUFFALO
 Comment: Assigned to meet with agency staff.
 Reference:
 DOB Approval Code: 53000-654-2013

Official Station: Albany, NY
 Travel Dates: From 07/25/2012 To 07/25/2012
 Normal Work Hours: From(HH:MI) 8:00AM To(HH:MI) 4:00PM

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

Select	*Expense Type	*Expense Date	*Amount Spent	*Currency	*Payment Type	*Billing Type
<input type="checkbox"/>	Vehicle Rental	07/25/2012	30.90	USD	Travel Card	[Detail]
<input type="checkbox"/>	Fuel for Travel	07/25/2012	40.00	USD	Travel Card	[Detail]
<input type="checkbox"/>	Fuel for Travel	07/25/2012	23.00	USD	Travel Card	[Detail]

Copy Selected Delete Selected New Expense Add Check For Errors

Totals

Employee Expenses:	93.90 USD	Due Employee:	0.00 USD
Non-Reimbursable Expenses:	0.00 USD	Due Vendor:	0.00 USD
Prepaid Expenses:	93.90 USD		
Employee Credits:	0.00 USD		
Vendor Credits:	0.00 USD		

Click on
Accounting
Defaults.

Create - Microsoft Internet Explorer provided by New York State OGS

https://prffin.sfs.ny.gov/psp/fscm/EMPLOYEE/ERP/s/WEBLIB_TE_NAV.WEBLIB_FUNCTION.FieldFormula.iScript_AddExpe

Home | Worklist | Add to Favorites | Sign out

New Window | Help

Create Expense Report

Expense Report Entry

User Defaults | Report ID: NEXT | Attachments (0)

General Information

*Description: Program Meeting in Buffalo | Comment: Assigned to meet with agency staff.
 *Business Purpose: Agency Visit | Reference:
 Default Location: NY BUFFALO | DOB Approval Code: 53000-654-2013

Out of State | Official Station: Albany, NY | Work Location:
 Travel Dates: From 07/25/2012 To 07/25/2012
 Normal Work Hours: From(HH:MM) 8:00AM To(HH:MM) 4:00PM

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

Details | Customize | Find | View All | First 1-3 of 3 Last

*Overview

Select	*Expense Type	*Expense Date	*Amount Spent	*Currency	*Payment Type	*Billing Type
<input type="checkbox"/>	Vehicle Rental	07/25/2012	30.90	USD	Travel Card	*Detail
<input type="checkbox"/>	Fuel for Travel	07/25/2012	40.00	USD	Travel Card	*Detail
<input type="checkbox"/>	Fuel for Travel	07/25/2012	23.00	USD	Travel Card	*Detail

Copy Selected | Delete Selected | New Expense | Add | Check For Errors

Totals

Employee Expenses:	93.90	USD	Due Employee:	0.00	USD
Non-Reimbursable Expenses:	0.00	USD	Due Vendor:	0.00	USD
Prepaid Expenses:	93.90	USD			
Employee Credits:	0.00	USD			
Vendor Credits:	0.00	USD			

The Accounting Defaults page displays the Chartfield coding for the traveler. Some or all of the necessary fields may auto-populate. Verify the coding is correct or alter as necessary. If you are unsure of the coding, check with your budget office.

Click **OK**.

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https://prffin.sfs.ny.gov/psp/fscm/EMPLOYEE/ERP/s/WEBLIB_TE_NAV.WEBLIB_FUNCTION.FieldFormula.iScript_AddExpe

Home | Worklist | Add to Favorites | Sign out

New Window | Help

Create Expense Report

Accounting Defaults

Report ID: NEXT

Accounting Summary

%	*GL Unit	Dep	Progra	Fund	Product	Bud Ref	PC Bus Unit	Project	Activity	Source Type	Category	Subcategory	Oper Unit	Cha
100.00	OGS01	1140230	26258	10050		2012-13							108050	159

Add ChartField Line | Load Defaults | User Defaults

OK

The **Billing Type**, contains an * and should be filled in, but it does not have any official functionality.

Choose **In State Billing**.

Create Expense Report
Expense Report Entry

Report ID: NEXT Attachments (0)

General Information

*Description: Program Meeting in Buffalo Comment: Assigned to meet with agency staff.
 *Business Purpose: Agency Visit Reference:
 Default Location: NY BUFFALO DOB Approval Code: 53000-654-2013

Official Station: Albany, NY Work Location:
 Travel Dates: From 07/25/2012 To 07/25/2012
 Normal Work Hours: From(HH:MM) 8:00AM To(HH:MM) 4:00PM

Details

Select	*Expense Type	*Expense Date	*Amount Spent	*Currency	*Payment Type	*Billing Type
<input type="checkbox"/>	Vehicle Rental	07/25/2012	30.90	USD	Travel Card	In State Billing
<input type="checkbox"/>	Fuel for Travel	07/25/2012	40.00	USD	Travel Card	In State Non
<input type="checkbox"/>	Fuel for Travel	07/25/2012	23.00	USD	Travel Card	Out of State

Totals

Employee Expenses:	93.90 USD	Due Employee:	0.00 USD
Non-Reimbursable Expenses:	0.00 USD	Due Vendor:	0.00 USD
Prepaid Expenses:	93.90 USD		
Employee Credits:	0.00 USD		
Vendor Credits:	0.00 USD		

Click the ***Detail** link individually for each line.

NOTE: It is recommended to click the Detail link for every expense entered. There may be additional required information for the item that can only be entered via the Detail link.

Create Expense Report
Expense Report Entry

Report ID: NEXT Attachments (0)

General Information

*Description: Program Meeting in Buffalo Comment: Assigned to meet with agency staff.
 *Business Purpose: Agency Visit Reference:
 Default Location: NY BUFFALO DOB Approval Code: 53000-654-2013

Official Station: Albany, NY Work Location:
 Travel Dates: From 07/25/2012 To 07/25/2012
 Normal Work Hours: From(HH:MM) 8:00AM To(HH:MM) 4:00PM

Details

Select	*Expense Type	*Expense Date	*Amount Spent	*Currency	*Payment Type	*Billing Type
<input type="checkbox"/>	Vehicle Rental	07/25/2012	30.90	USD	Travel Card	In State i
<input type="checkbox"/>	Fuel for Travel	07/25/2012	40.00	USD	Travel Card	In State i
<input type="checkbox"/>	Fuel for Travel	07/25/2012	23.00	USD	Travel Card	In State i

Totals

Employee Expenses:	93.90 USD	Due Employee:	0.00 USD
Non-Reimbursable Expenses:	0.00 USD	Due Vendor:	0.00 USD
Prepaid Expenses:	93.90 USD		
Employee Credits:	0.00 USD		
Vendor Credits:	0.00 USD		

The **Expense Detail** page allows you to enter additional information about a particular expense.

Enter the appropriate information for the * items.

NOTE: The fields that appear on this page can be different based on the expense type.

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https://prffin.sfs.ny.gov/psp/fscm/EMPLOYEE/ERP/s/WEBLIB_TE_NAV.WEBLIB_FUNCTION.FieldFormula.iScript_AddExpe...
Create Message List - nycap.rr.com

sfs Home Worklist Add to Favorites Sign out
New Window Help

Create Expense Report

Expense Detail for Vehicle Rental (Line 1)

JOHN HULBERT Report ID: NEXT

About This Expense

*Payment Type: Travel Card No Receipt
*Billing Type: In State Billable Return to State
 Non-Reimbursable Expenses

*Originating Location: NY ALBANY
*Merchant (Choose One)
Preferred: [Dropdown]
Non-preferred: HERTZ RENT-A-CAR
Description: [Dropdown]

*Amount Spent: 30.90
*Currency: USD
*Exchange Rate: 1.00000000 Default Rate

Reimbursement Amt: 30.90 USD

Exception Comments

Location Amount: [Input]
No Receipt: [Input]

[Accounting Detail](#)
[Receipt Split](#)
Check Expense For Errors
[Return to Expense Report](#)

Click **Check Expense For Errors**. If your Expense has any errors it will be indicated by a red bar. Edit the errors and click **Check Expense for Errors** again

NOTE: This **Check Expense for Errors** button will check only this expense for possible errors.)

If there are no errors, click **Return to Expense Report**.

Create - Microsoft Internet Explorer provided by New York State OGS
https://prffin.sfs.ny.gov/psp/fscm/EMPLOYEE/ERP/s/WEBLIB_TE_NAV.WEBLIB_FUNCTION.FieldFormula.iScript_AddExpe...
Create Message List - nycap.rr.com

sfs Home Worklist Add to Favorites Sign out
New Window Help

Expense Detail for Vehicle Rental (Line 1)

JOHN HULBERT Report ID: NEXT

About This Expense

*Expense Date: 07/25/2012
*Payment Type: Travel Card No Receipt
*Billing Type: In State Billable Return to State
 Non-Reimbursable Expenses

*Originating Location: NY ALBANY
*Merchant (Choose One)
Preferred: [Dropdown]
Non-preferred: HERTZ RENT-A-CAR
Description: [Dropdown]

*Amount Spent: 30.90
*Currency: USD
*Exchange Rate: 1.00000000 Default Rate

Reimbursement Amt: 30.90 USD

Exception Comments

Location Amount: [Input]
No Receipt: [Input]

[Accounting Detail](#)
[Receipt Split](#)
Check Expense For Errors
[Return to Expense Report](#)

Your wallet charges are now complete, if any other expenses incurred that were not included in My Wallet, they must be entered manually.

General Information

*Description: Program Meeting in Buffalo
 *Business Purpose: Agency Visit
 Comment: Assigned to meet with agency staff.
 Reference:
 Default Location: NY BUFFALO
 Out of State:
 Official Station: Albany, NY
 Travel Dates: From 07/25/2012 To 07/25/2012
 Normal Work Hours: From(HH:MM) 8:00AM To(HH:MM) 4:00PM
 Work Location:

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

Details [Customize](#) | [Find](#) | [View All](#) | [First](#) | 1-3 of 3 | [Last](#)

Select	*Expense Type	*Expense Date	*Amount Spent	*Currency	*Payment Type	*Billing Type
<input type="checkbox"/>	Vehicle Rental	07/25/2012	30.90	USD	Travel Card	In State Detail +
<input type="checkbox"/>	Fuel for Travel	07/25/2012	40.00	USD	Travel Card	In State Detail +
<input type="checkbox"/>	Fuel for Travel	07/25/2012	23.00	USD	Travel Card	In State Detail +

Totals

Employee Expenses:	93.90 USD	Due Employee:	0.00 USD
Non-Reimbursable Expenses:	0.00 USD	Due Vendor:	0.00 USD
Prepaid Expenses:	93.90 USD		
Employee Credits:	0.00 USD		
Vendor Credits:	0.00 USD		

If you need more lines, they can be added.

Click .

Details [Customize](#) | [Find](#) | [View All](#) | [First](#) | 1-3 of 3 | [Last](#)

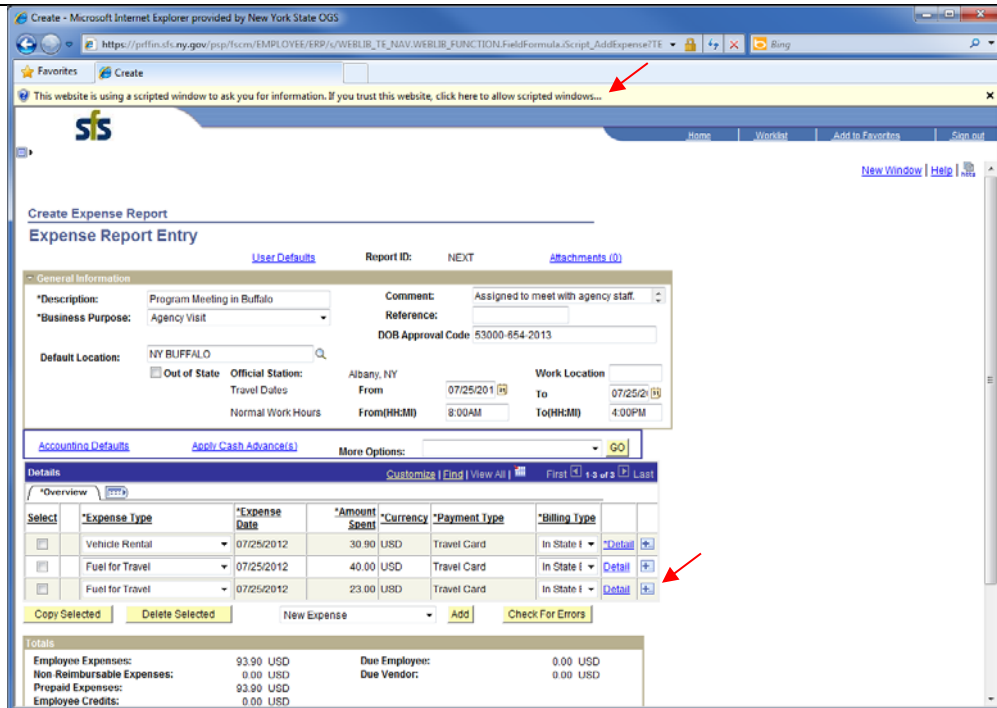
Select	*Expense Type	*Expense Date	*Amount Spent	*Currency	*Payment Type	*Billing Type
<input type="checkbox"/>	Vehicle Rental	07/25/2012	30.90	USD	Travel Card	In State Detail +
<input type="checkbox"/>	Fuel for Travel	07/25/2012	40.00	USD	Travel Card	In State Detail +
<input type="checkbox"/>	Fuel for Travel	07/25/2012	23.00	USD	Travel Card	In State Detail +

Totals

Employee Expenses:	93.90 USD	Due Employee:	0.00 USD
Non-Reimbursable Expenses:	0.00 USD	Due Vendor:	0.00 USD
Prepaid Expenses:	93.90 USD		
Employee Credits:	0.00 USD		
Vendor Credits:	0.00 USD		

Click the yellow bar and select **Temporarily Allow Scripted Windows**.

Click  again.



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https://prfin.sfs.ny.gov/psp/fccm/EMPLOYEE/ERP/u/WERLIB_TE_NAV.WERLIB_FUNCTION.FieldFormula.Script_AddExpense?TE

Create

This website is using a scripted window to ask you for information. If you trust this website, click here to allow scripted windows...

Home | Worklist | Add to Favorites | Sign out

New Window | Help

Create Expense Report

Expense Report Entry

User Defaults | Report ID: NEXT | Attachments (0)

General Information

*Description: Program Meeting in Buffalo | Comment: Assigned to meet with agency staff.

*Business Purpose: Agency Visit | Reference: |

DOB Approval Code: 53000-854-2013

Default Location: NY BUFFALO

Out of State: Official Station: Albany, NY | Work Location: |

Travel Dates: From 07/25/2012 To 07/25/2012

Normal Work Hours: From (HH:MM) 8:00AM To (HH:MM) 4:00PM

Accounting Defaults | Apply Cash Advances | More Options: | GO

Details

Overview

Select	Expense Type	Expense Date	Amount Spent	Currency	Payment Type	Billing Type
<input type="checkbox"/>	Vehicle Rental	07/25/2012	30.90	USD	Travel Card	In State Detail
<input type="checkbox"/>	Fuel for Travel	07/25/2012	40.00	USD	Travel Card	In State Detail
<input type="checkbox"/>	Fuel for Travel	07/25/2012	23.00	USD	Travel Card	In State Detail

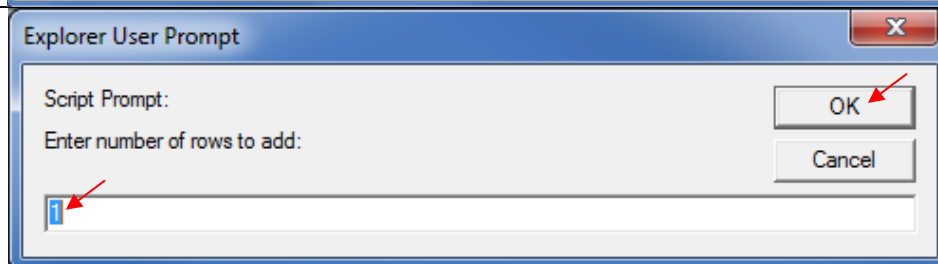
Copy Selected | Delete Selected | New Expense | Add | Check For Errors

Totals

Employee Expenses:	93.90 USD	Due Employee:	0.00 USD
Non-Reimbursable Expenses:	0.00 USD	Due Vendor:	0.00 USD
Prepaid Expenses:	93.90 USD		
Employee Credits:	0.00 USD		

Enter the number of rows to add.

Click **OK**.



Explorer User Prompt

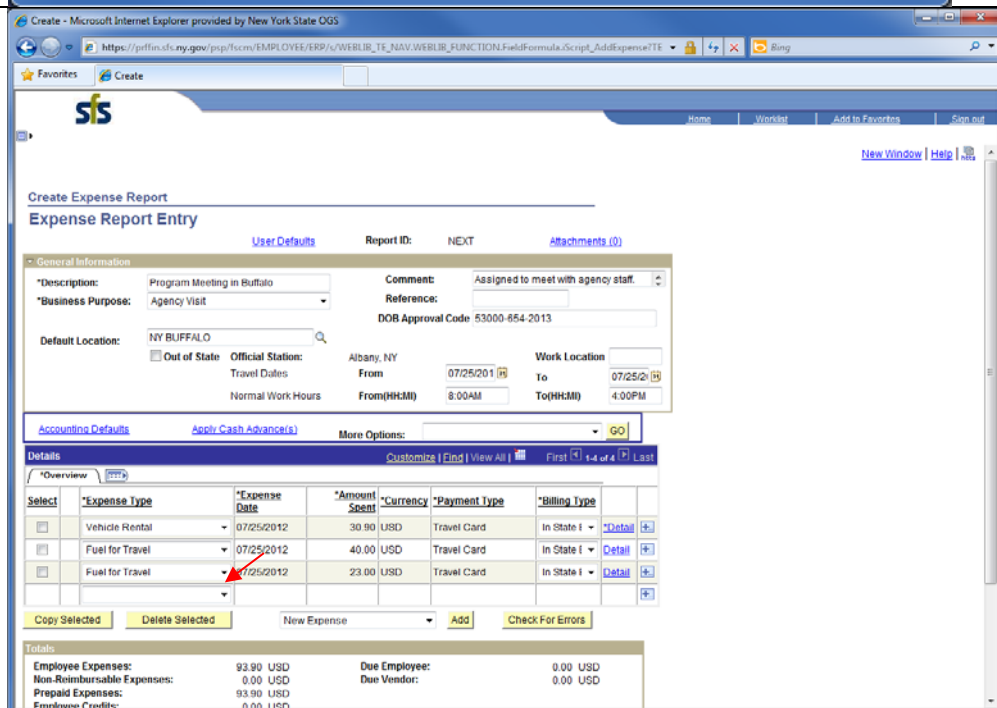
Script Prompt:

Enter number of rows to add:

1

OK | Cancel

Click the **Expense Type** drop down arrow corresponding to your next expense.



Microsoft Internet Explorer provided by New York State OGS

https://prfin.sfs.ny.gov/psp/fccm/EMPLOYEE/ERP/u/WERLIB_TE_NAV.WERLIB_FUNCTION.FieldFormula.Script_AddExpense?TE

Create

This website is using a scripted window to ask you for information. If you trust this website, click here to allow scripted windows...

Home | Worklist | Add to Favorites | Sign out

New Window | Help

Create Expense Report

Expense Report Entry

User Defaults | Report ID: NEXT | Attachments (0)

General Information

*Description: Program Meeting in Buffalo | Comment: Assigned to meet with agency staff.

*Business Purpose: Agency Visit | Reference: |

DOB Approval Code: 53000-854-2013

Default Location: NY BUFFALO

Out of State: Official Station: Albany, NY | Work Location: |

Travel Dates: From 07/25/2012 To 07/25/2012

Normal Work Hours: From (HH:MM) 8:00AM To (HH:MM) 4:00PM

Accounting Defaults | Apply Cash Advances | More Options: | GO

Details

Overview

Select	Expense Type	Expense Date	Amount Spent	Currency	Payment Type	Billing Type
<input type="checkbox"/>	Vehicle Rental	07/25/2012	30.90	USD	Travel Card	In State Detail
<input type="checkbox"/>	Fuel for Travel	07/25/2012	40.00	USD	Travel Card	In State Detail
<input type="checkbox"/>	Fuel for Travel	07/25/2012	23.00	USD	Travel Card	In State Detail

Copy Selected | Delete Selected | New Expense | Add | Check For Errors

Totals

Employee Expenses:	93.90 USD	Due Employee:	0.00 USD
Non-Reimbursable Expenses:	0.00 USD	Due Vendor:	0.00 USD
Prepaid Expenses:	93.90 USD		
Employee Credits:	0.00 USD		

All available Expense Types are listed here. Find the appropriate selection your expense.

Click the item.

The screenshot shows the 'Create Expense Report' interface. A dropdown menu for 'Expense Type' is open, listing various categories such as 'Commercial Air Travel', 'Conference', 'Fuel for Travel', 'Hospitality costs', 'Inmate / Client Dinner', 'Inmate / Client Lunch', 'Inmate/Client Brkfst', 'Internet / Phone Fees', 'Lodging (for UCS)', 'Mass Transit', 'Membership costs', 'Mileage - Alternate Rate', 'Mileage - Automobile', 'Mileage - Motorcycle', 'Mileage - Personal Aircraft', 'Mileage - Transport Client', 'Mileage - Transport Goods', 'Misc. Travel Expenses', 'Moving Expenses (NonTax)', 'Moving Expenses (Tax)', 'Non Reimbursable Expense: PDiem-Ovrngt Extra Brkfst', and 'PDiem-Ovrngt Extra Dinner'. The main form displays the following information:

- Report ID:** NEXT
- Description:** Program Meeting in Buffalo
- Business Purpose:** Agency Visit
- Comment:** Assigned to meet with agency staff.
- Reference:**
- DOB Approval Code:** 53000-654-2013
- Official Station:** Albany, NY
- Work Location:**
- Travel Dates:** From 07/25/2012 To 07/25/2012
- Normal Work Hours:** From (HH:MM) 8:00AM To (HH:MM) 4:00PM

*Expense Date	*Amount Spent	*Currency	*Payment Type	*Billing Type
07/25/2012	30.90	USD	Travel Card	In State i
07/25/2012	40.00	USD	Travel Card	In State i
07/25/2012	23.00	USD	Travel Card	In State i

Totals

Employee Expenses:	93.90 USD	Due Employee:	0.00 USD
Non-Reimbursable Expenses:	0.00 USD	Due Vendor:	0.00 USD
Prepaid Expenses:	93.90 USD		
Employee Credits:	0.00 USD		

Enter the Expense Date and the Amount Spent.

The screenshot shows the 'Expense Report Entry' interface. The 'Expense Type' dropdown menu is open, listing categories such as 'Fuel for Travel', 'Vehicle Rental', 'Train Tickets', and 'Tolls paid'. The main form displays the following information:

- Report ID:** NEXT
- Description:** Program Meeting in Buffalo
- Business Purpose:** Agency Visit
- Comment:** Assigned to meet with Agency staff.
- Reference:**
- DOB Approval Code:** 53000-654-2013
- Default Location:** NY BUFFALO
- Official Station:** Albany, NY
- Work Location:**
- Travel Dates:** From 06/19/2012 To 06/19/2012
- Normal Work Hours:** From (HH:MM) 8:00AM To (HH:MM) 4:00PM

Select	*Expense Type	*Expense Date	*Amount Spent	*Currency	*Payment Type	*Billing Type
<input type="checkbox"/>	Fuel for Travel	06/19/2012	25.00	USD	Travel Card	In State i
<input type="checkbox"/>	Fuel for Travel	06/19/2012	29.45	USD	Travel Card	In State i
<input type="checkbox"/>	Vehicle Rental	06/19/2012	63.84	USD	Travel Card	In State i
<input type="checkbox"/>	Train Tickets	06/19/2012	80.00	USD	Travel Card	In State i
<input type="checkbox"/>	Tolls paid	06/19/2012	15.00	USD		In State i

Totals

Click the **Payment Type** drop down arrow corresponding to the expense.

There are three available Payment Types:

- 1. AP Prepaid:** Indicates an Accounts Payable voucher will be used to pay the merchant.
- 2. Personal Funds:** Indicates an out of pocket expense.
- 3. Travel Card:** Indicates the use of your Travel Card.

The screenshot shows the 'Create Expense Report' interface. The 'General Information' section includes fields for Description, Business Purpose, Default Location, Official Station, Travel Dates, and Normal Work Hours. The 'Details' section contains a table of expenses:

Select	*Expense Type	*Expense Date	*Amount Spent	*Currency	*Payment Type	*Billing Type
<input type="checkbox"/>	Vehicle Rental	07/25/2012	30.90	USD	Travel Card	In State t
<input type="checkbox"/>	Fuel for Travel	07/25/2012	40.00	USD	Travel Card	In State t
<input type="checkbox"/>	Fuel for Travel	07/25/2012	23.00	USD	Travel Card	In State t
<input type="checkbox"/>	Tolls paid	07/25/2012	15.00	USD	Travel Card	In State t

The 'Totals' section shows:

Employee Expenses:	108.90 USD	Due Employee:	0.00 USD
Non-Reimbursable Expenses:	0.00 USD	Due Vendor:	0.00 USD
Prepaid Expenses:	93.90 USD		
Employee Credits:	0.00 USD		
Vendor Credits:	0.00 USD		

The **Billing Type**, may have auto-populated. If not, choose **In State Billing**.

The screenshot shows the 'Create Expense Report' interface. The 'General Information' section includes fields for Description, Business Purpose, Default Location, Official Station, Travel Dates, and Normal Work Hours. The 'Details' section contains a table of expenses:

Select	*Expense Type	*Expense Date	*Amount Spent	*Currency	*Payment Type	*Billing Type
<input type="checkbox"/>	Vehicle Rental	07/25/2012	30.90	USD	Travel Card	In State t
<input type="checkbox"/>	Fuel for Travel	07/25/2012	40.00	USD	Travel Card	In State t
<input type="checkbox"/>	Fuel for Travel	07/25/2012	23.00	USD	Travel Card	In State t
<input type="checkbox"/>	Tolls paid	07/25/2012	15.00	USD	Personal Funds	In State t

The 'Totals' section shows:

Employee Expenses:	108.90 USD	Due Employee:	15.00 USD
Non-Reimbursable Expenses:	0.00 USD	Due Vendor:	0.00 USD
Prepaid Expenses:	93.90 USD		

Click the ***Detail** link corresponding to the expense.

NOTE: It is recommended to click the Details link for every expense entered. There may be additional required information for the expense that can only be entered via the Detail link.

The screenshot shows the 'Create Expense Report' page. The 'General Information' section includes fields for Description, Business Purpose, Default Location, Official Station, Travel Dates, and Work Location. Below this is a table of expenses with columns for Expense Type, Expense Date, Amount Spent, Currency, Payment Type, and Billing Type. A red arrow points to the 'Detail' link for the 'Tolls paid' expense.

Select	*Expense Type	*Expense Date	*Amount Spent	*Currency	*Payment Type	*Billing Type	
<input type="checkbox"/>	Vehicle Rental	07/25/2012	30.90	USD	Travel Card	In State	Detail
<input type="checkbox"/>	Fuel for Travel	07/25/2012	40.00	USD	Travel Card	In State	Detail
<input type="checkbox"/>	Fuel for Travel	07/25/2012	23.00	USD	Travel Card	In State	Detail
<input type="checkbox"/>	Tolls paid	07/25/2012	15.00	USD	Personal Funds	In State	Detail

The **Expense Detail** page allows you to enter additional information about a particular expense.

Fill in the **Description** field as needed.

NOTE: The fields that appear on this page can be different based on the Expense Type.

The screenshot shows the 'Expense Detail for Tolls paid (Line 4)' page. The 'About This Expense' section includes fields for Expense Date, Payment Type, Billing Type, Description, Amount Spent, Currency, Exchange Rate, and Reimbursement Amt. A red arrow points to the 'Amount Spent' field.

Click the **Check Expense For Errors** button.

(This Check Expense for Errors button will check only this expense line for possible errors.)

Then click **Return to Expense Report**.

Create - Microsoft Internet Explorer provided by New York State OGS
https://prffin.sfs.ny.gov/psp/fscm/EMPLOYEE/ERP/s/WEBLIB_TE_NAV.WEBLIB_FUNCTION.FieldFormula.iScript_AddExpense?TE

Create Expense Report
Expense Detail for Tolls paid (Line 4)

Report ID: NEXT

About This Expense

*Expense Date: 07/25/2012 [B]
*Payment Type: Personal Funds [v] No Receipt
*Billing Type: In State Billable [v] Return to State
 Non-Reimbursable Expenses

Description: NYS Thruway tolls [v]

*Amount Spent: 15.00
*Currency: USD
*Exchange Rate: 1.00000000 [v] [i] [r]
 Default Rate

Reimbursement Amt: 15.00 USD

Exception Comments

Location Amount: [v]
No Receipt: [v]

[Accounting Detail](#)
[Receipt Split](#)
[Check Expense For Errors](#)
[Return to Expense Report](#)

After entering all expenses, click **Check For Errors**. This action will check for errors for the whole report.

NOTE: The BSC may find an error(s) that SFS does not locate. If this occurs the BSC will return your expense report to you to fix the errors. The BSC cannot make any changes for you in your Expense Reports.

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https://prffin.sfs.ny.gov/psp/fscm/EMPLOYEE/ERP/s/WEBLIB_TE_NAV.WEBLIB_FUNCTION.FieldFormula.iScript_AddExpense?TE

Create Expense Report
Expense Report Entry

User Defaults Report ID: NEXT Attachments (0)

General Information

*Description: Program Meeting in Buffalo Comment: Assigned to meet with agency staff.
*Business Purpose: Agency Visit Reference:
Default Location: NY BUFFALO [v] [i] [r]
 Out of State Official Station: Albany, NY Work Location:
Travel Dates: From 07/25/2012 [B] To 07/25/2012 [B]
Normal Work Hours: From(HH:MM) 8:00AM To(HH:MM) 4:00PM

DOB Approval Code 53000-654-2013

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

Details Customize | Find | View All | First 1-6 of 6 Last

Overview [v] [i] [r]

Select	*Expense Type	*Expense Date	*Amount Spent	*Currency	*Payment Type	*Billing Type	
<input type="checkbox"/>	Vehicle Rental	07/25/2012	30.90	USD	Travel Card	In State [v]	Detail [v]
<input type="checkbox"/>	Fuel for Travel	07/25/2012	40.00	USD	Travel Card	In State [v]	Detail [v]
<input type="checkbox"/>	Fuel for Travel	07/25/2012	23.00	USD	Travel Card	In State [v]	Detail [v]
<input type="checkbox"/>	Tolls paid	07/25/2012 [B]	15.00	USD	Personal Funds [v]	In State [v]	Detail [v]

Copy Selected Delete Selected New Expense [v] Add **Check For Errors** [v]

Totals

Employee Expenses:	108.90 USD	Due Employee:	15.00 USD
Non-Reimbursable Expenses:	0.00 USD	Due Vendor:	0.00 USD
Prepaid Expenses:	93.90 USD		

Click **Update Totals**.

Expense Report Entry

Report ID: NEXT Attachments (0)

General Information

*Description: Program Meeting in Buffalo Comment: Assigned to meet with agency staff.
*Business Purpose: Agency Visit Reference:
Default Location: NY BUFFALO DOB Approval Code: 53000-654-2013

Out of State: Official Station: Albany, NY Work Location:
Travel Dates: From 07/25/2012 To 07/25/2012
Normal Work Hours: From(HH:MM) 8:00AM To(HH:MM) 4:00PM

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

Details Customize | Find | View All | First 1-6 of 5 Last

Overview

Select	Expense Type	Expense Date	Amount Spent	Currency	Payment Type	Billing Type	
<input type="checkbox"/>	Vehicle Rental	07/25/2012	30.90	USD	Travel Card	In State	Detail +
<input type="checkbox"/>	Fuel for Travel	07/25/2012	40.00	USD	Travel Card	In State	Detail +
<input type="checkbox"/>	Fuel for Travel	07/25/2012	23.00	USD	Travel Card	In State	Detail +
<input type="checkbox"/>	Tolls paid	07/25/2012	15.00	USD	Personal Funds	In State	Detail +

Copy Selected Delete Selected New Expense Add Check For Errors

Totals

Employee Expenses:	108.90 USD	Due Employee:	15.00 USD
Non-Reimbursable Expenses:	0.00 USD	Due Vendor:	0.00 USD
Prepaid Expenses:	93.90 USD		
Employee Credits:	0.00 USD		
Vendor Credits:	0.00 USD		
Cash Advances Applied:	0.00 USD		

Definition of Totals Update Totals

Click **Save For Later**.

Expense Report Entry

Report ID: NEXT Attachments (0)

General Information

*Description: Program Meeting in Buffalo Comment: Assigned to meet with agency staff.
*Business Purpose: Agency Visit Reference:
Default Location: NY BUFFALO DOB Approval Code: 53000-654-2013

Out of State: Official Station: Albany, NY Work Location:
Travel Dates: From 07/25/2012 To 07/25/2012
Normal Work Hours: From(HH:MM) 8:00AM To(HH:MM) 4:00PM

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

Details Customize | Find | View All | First 1-6 of 5 Last

Overview

Select	Expense Type	Expense Date	Amount Spent	Currency	Payment Type	Billing Type	
<input type="checkbox"/>	Vehicle Rental	07/25/2012	30.90	USD	Travel Card	In State	Detail +
<input type="checkbox"/>	Fuel for Travel	07/25/2012	40.00	USD	Travel Card	In State	Detail +
<input type="checkbox"/>	Fuel for Travel	07/25/2012	23.00	USD	Travel Card	In State	Detail +
<input type="checkbox"/>	Tolls paid	07/25/2012	15.00	USD	Personal Funds	In State	Detail +

Copy Selected Delete Selected New Expense Add Check For Errors

Totals

Employee Expenses:	108.90 USD	Due Employee:	15.00 USD
Non-Reimbursable Expenses:	0.00 USD	Due Vendor:	0.00 USD
Prepaid Expenses:	93.90 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 Expense Report Project Summary

[Return to Expense Report](#)

After you have clicked **Save For Later**, the computer will automatically generate a ten digit **Report ID** number. This will be your reference number for the ER you have created.

Expense Report Entry
Report ID: 0000045459

General Information

*Description: Program Meeting in Buffalo
 *Business Purpose: Agency Visit
 Comment: Assigned to meet with agency staff.
 Reference:
 Default Location: NY BUFFALO
 Out of State: Official Station: Albany, NY
 Travel Dates: From 07/25/2012 To 07/25/2012
 Normal Work Hours: From(HH:MM) 8:00AM To(HH:MM) 4:00PM
 Work Location:

Details

Select	*Expense Type	*Expense Date	*Amount Spent	*Currency	*Payment Type	*Billing Type
<input type="checkbox"/>	Vehicle Rental	07/25/2012	30.90	USD	Travel Card	In State i
<input type="checkbox"/>	Fuel for Travel	07/25/2012	40.00	USD	Travel Card	In State i
<input type="checkbox"/>	Fuel for Travel	07/25/2012	23.00	USD	Travel Card	In State i
<input type="checkbox"/>	Tolls paid	07/25/2012	15.00	USD	Personal Funds	In State i

Totals

Employee Expenses:	108.90 USD	Due Employee:	15.00 USD
Non-Reimbursable Expenses:	0.00 USD	Due Vendor:	0.00 USD
Prepaid Expenses:	93.90 USD		
Employee Credits:	0.00 USD		
Vendor Credits:	0.00 USD		

Receipt Information

Receipts/Documentation Required	Receipts Not Required	Not Reimbursable
Travel		
Lodging Receipts (Method 2)		Parking or traffic tickets
Receipts of \$75 or more for travel expenses including tolls, parking, taxis, local bus, subway	Receipts under \$75 for travel expenses including tolls, parking, taxis, local bus, subway, car washes	Laundry
Amtrak ticket stubs	Gas for rental car if charged to employee's travel card	Valet Service
Long distance bus tickets	Gas purchases for personal vehicle that are charged to a state credit card and offset by personal car mileage reimbursement	Entertainment
Meals if not over night and claiming higher rate.	Gas charges on a state credit card	
Car rental agreements		
Trip calculator for personal car mileage when rental would have been more economical		
Non-Travel Reimbursements		
Receipts for all non-travel related expenses are required		

Click Attachments.

All of your required receipts for the trip must be scanned and attached to the ER

Create - Microsoft Internet Explorer provided by New York State OGS
https://prffin.sfs.ny.gov/psp/fscm/EMPLOYEE/ERP/s/WEBLIB_TE_NAV.WEBLIB_FUNCTION.FieldFormula.iScript_AddExpense?TE

Create Expense Report

Expense Report Entry

User Defaults Report ID: 0000045459 Attachments (0)

General Information

*Description: Program Meeting in Buffalo Comment: Assigned to meet with agency staff.
*Business Purpose: Agency Visit Reference:
Default Location: NY BUFFALO DOB Approval Code 53000-654-2013

Official Station: Albany, NY Work Location
Travel Dates From: 07/25/2012 To: 07/25/2012
Normal Work Hours From(HH:MM): 8:00AM To(HH:MM): 4:00PM

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

Details Overview

Select	*Expense Type	*Expense Date	*Amount Spent	*Currency	*Payment Type	*Billing Type
<input type="checkbox"/>	Vehicle Rental	07/25/2012	30.90	USD	Travel Card	In State t
<input type="checkbox"/>	Fuel for Travel	07/25/2012	40.00	USD	Travel Card	In State t
<input type="checkbox"/>	Fuel for Travel	07/25/2012	23.00	USD	Travel Card	In State t
<input type="checkbox"/>	Tolls paid	07/25/2012	15.00	USD	Personal Funds	In State t

Copy Selected Delete Selected New Expense Add Check For Errors

Totals

Employee Expenses:	108.90	USD	Due Employee:	15.00	USD
Non-Reimbursable Expenses:	0.00	USD	Due Vendor:	0.00	USD
Prepaid Expenses:	93.90	USD			

Click Add Attachment.

Create - Microsoft Internet Explorer provided by New York State OGS
https://prffin.sfs.ny.gov/psp/fscm/EMPLOYEE/ERP/s/WEBLIB_TE_NAV.WEBLIB_FUNCTION.FieldFormula.iScript_AddExpense?TE

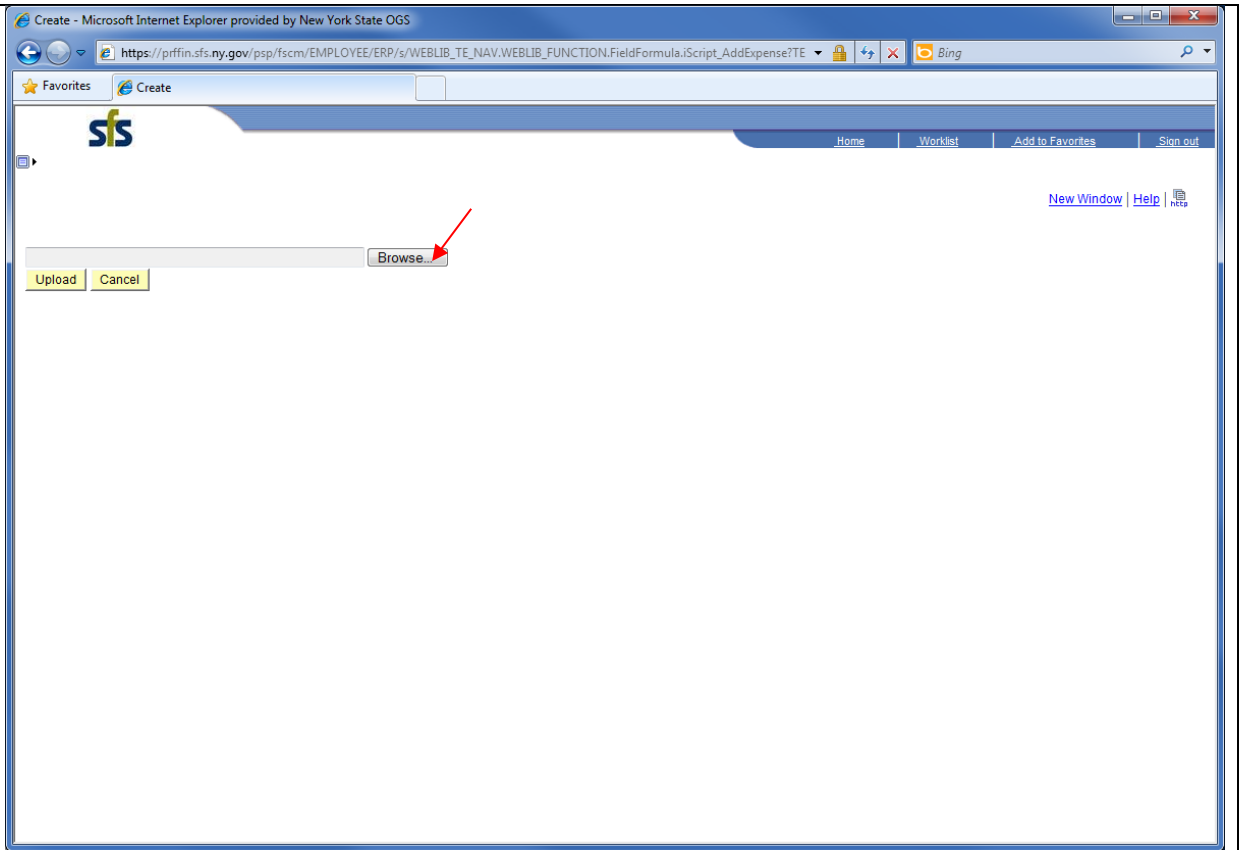
Expense Report Attachment

Sheet ID 0000045459

File Name	Attachment Description	Operator ID	Name	Last Update Date/Time
1 View				Delete

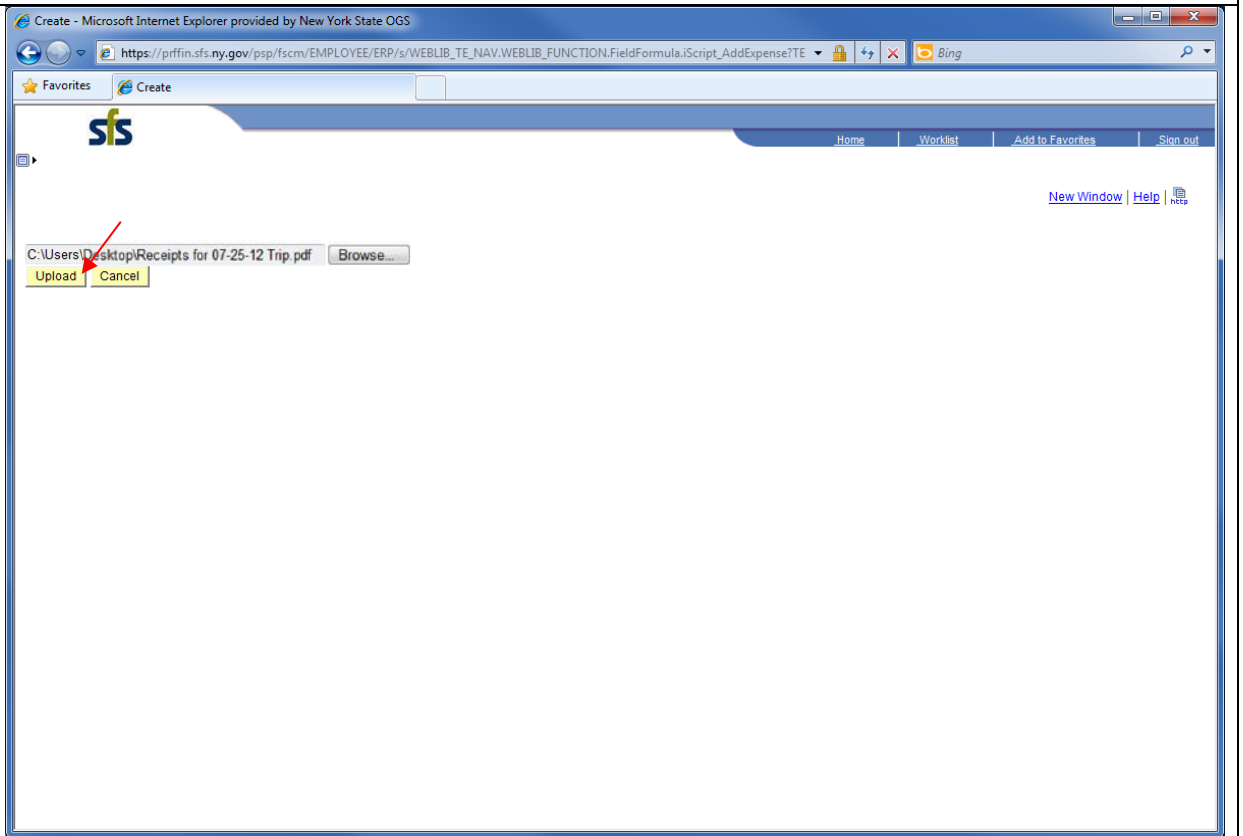
Add Attachment OK Cancel

Click **Browse** to select your documents.



Select your attachment.

Click **Upload**.

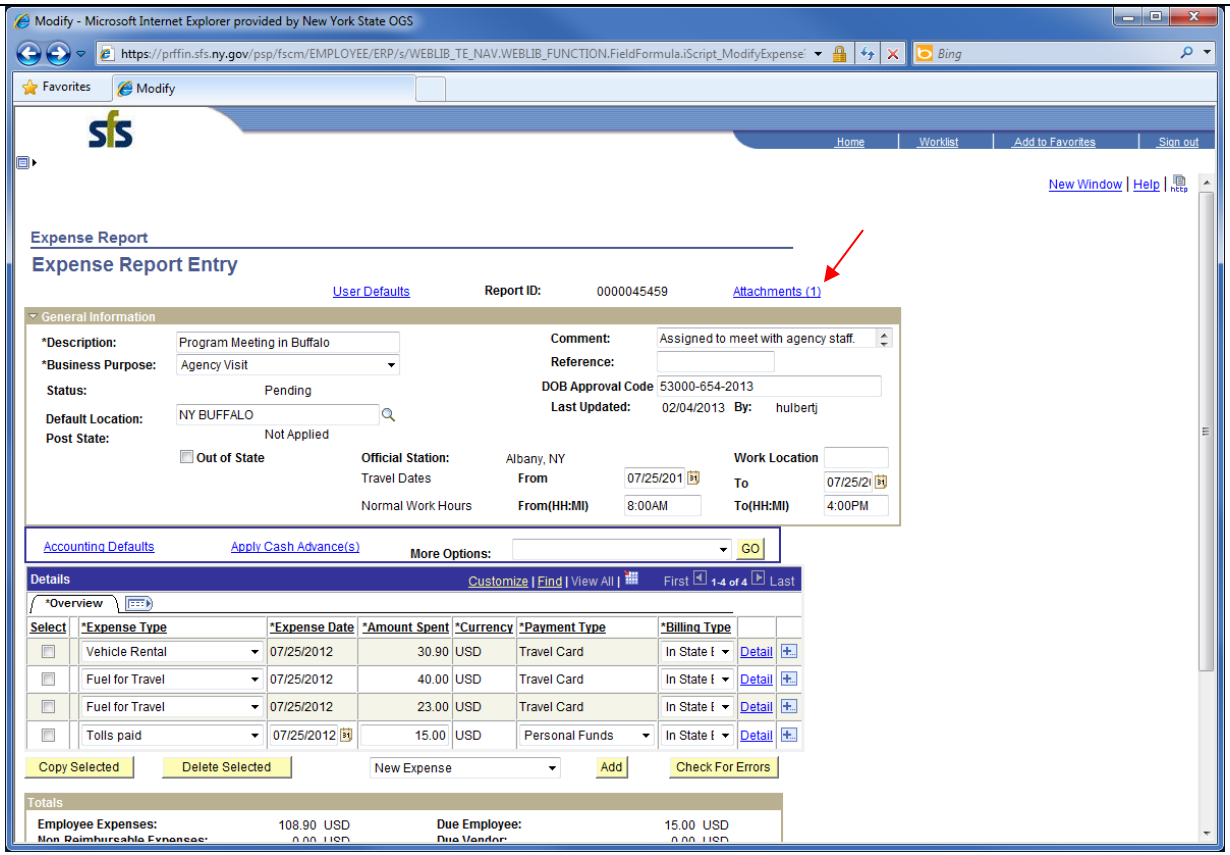


If you have other attachments, add as described above.

If complete, click **OK**.



Attachment has been added.



Click **Save for Later**.

Sometimes attachments drop off the ER if **Save for Later** is not selected.

Modify - Microsoft Internet Explorer provided by New York State OGS

https://prffin.sfs.ny.gov/psp/fscm/EMPLOYEE/ERP/s/WEBLIB_TE_NAV.WEBLIB_FUNCTION.FieldFormula.iScript_ModifyExpense

sfs Home | Worklist | Add to Favorites | Sign out

*Description: Program Meeting in Buffalo
*Business Purpose: Agency Visit
Status: Pending
Default Location: NY BUFFALO
Post State: Out of State
Official Station: Albany, NY
Travel Dates: From 07/25/2012 To 07/25/2012
Normal Work Hours: From (HH:MM) 8:00AM To (HH:MM) 4:00PM
Work Location:
Comment: Assigned to meet with agency staff.
Reference:
DOB Approval Code: 53000-654-2013
Last Updated: 02/04/2013 By: hulbertj

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"/>	Vehicle Rental	07/25/2012	30.90	USD	Travel Card	In State t Detail +
<input type="checkbox"/>	Fuel for Travel	07/25/2012	40.00	USD	Travel Card	In State t Detail +
<input type="checkbox"/>	Fuel for Travel	07/25/2012	23.00	USD	Travel Card	In State t Detail +
<input type="checkbox"/>	Tolls paid	07/25/2012	15.00	USD	Personal Funds	In State t Detail +

Copy Selected Delete Selected New Expense Add Check For Errors

Totals

Employee Expenses:	108.90	USD	Due Employee:	15.00	USD
Non-Reimbursable Expenses:	0.00	USD	Due Vendor:	0.00	USD
Prepaid Expenses:	93.90	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 Expense Report Project Summary

Click **Submit**.

(When the **Submit** button is clicked, the ER is saved, set to budget check, and submitted into your agency approval process)

Modify - Microsoft Internet Explorer provided by New York State OGS

https://prffin.sfs.ny.gov/psp/fscm/EMPLOYEE/ERP/s/WEBLIB_TE_NAV.WEBLIB_FUNCTION.FieldFormula.iScript_ModifyExpense

sfs Home | Worklist | Add to Favorites | Sign out

*Description: Program Meeting in Buffalo
*Business Purpose: Agency Visit
Status: Pending
Default Location: NY BUFFALO
Post State: Out of State
Official Station: Albany, NY
Travel Dates: From 07/25/2012 To 07/25/2012
Normal Work Hours: From (HH:MM) 8:00AM To (HH:MM) 4:00PM
Work Location:
Comment: Assigned to meet with agency staff.
Reference:
DOB Approval Code: 53000-654-2013
Last Updated: 02/04/2013 By: hulbertj

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"/>	Vehicle Rental	07/25/2012	30.90	USD	Travel Card	In State t Detail +
<input type="checkbox"/>	Fuel for Travel	07/25/2012	40.00	USD	Travel Card	In State t Detail +
<input type="checkbox"/>	Fuel for Travel	07/25/2012	23.00	USD	Travel Card	In State t Detail +
<input type="checkbox"/>	Tolls paid	07/25/2012	15.00	USD	Personal Funds	In State t Detail +

Copy Selected Delete Selected New Expense Add Check For Errors

Totals

Employee Expenses:	108.90	USD	Due Employee:	15.00	USD
Non-Reimbursable Expenses:	0.00	USD	Due Vendor:	0.00	USD
Prepaid Expenses:	93.90	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 Expense Report Project Summary

Submit Confirmation is shown.

Click OK.

Modify - Microsoft Internet Explorer provided by New York State OGS

https://prffin.sfs.ny.gov/psp/fscm/EMPLOYEE/ERP/s/WEBLIB_TE_NAV.WEBLIB_FUNCTION.FieldFormula.iScript_ModifyExpense

Expense Report
Submit Confirmation

Report ID: 0000045459

Expense Report Totals			
Employee Expenses:	108.90 USD	Due Employee:	15.00 USD
Non-Reimbursable Expenses:	0.00 USD	Due Vendor:	0.00 USD
Prepaid Expenses:	93.90 USD	Definition of Totals	
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.

OK **Cancel**

The last screen allows the traveler to view the expense report just submitted.

Modify - Microsoft Internet Explorer provided by New York State OGS

https://prffin.sfs.ny.gov/psp/fscm/EMPLOYEE/ERP/s/WEBLIB_TE_NAV.WEBLIB_FUNCTION.FieldFormula.iScript_ModifyExpense

View Expense Report
Expense Report Detail

[User Defaults](#) Report ID: 0000045459 [Attachments \(1\)](#)

General Information

Description: Program Meeting in Buffalo
 Business Purpose: Agency Visit
 Status: Submission in Process
 Default Location: NY BUFFALO
 Post State: Not Applied
 Comment: Assigned to meet with agency staff.
 Reference:
 DOB Approval Code: 53000-654-2013
 Last Updated: 02/04/2013 By: hulbertj

Out of State
 Official Station: Albany, NY
 Work Location
 Travel Dates: From 07/25/2012 To 07/25/2012
 Normal Work Hours: From(HH:MI) 8:00AM To(HH:MI) 4:00PM

More Options: **GO**

Details [Customize](#) [Find](#) [View All](#) First 1-4 of 4 Last

*Expense Type	*Expense Date	*Amount Spent	*Currency	*Payment Type	*Billing Type
Vehicle Rental	07/25/2012	30.90	USD	Travel Card	In State Billable Detail
Fuel for Travel	07/25/2012	40.00	USD	Travel Card	In State Billable Detail
Fuel for Travel	07/25/2012	23.00	USD	Travel Card	In State Billable Detail
Tolls paid	07/25/2012	15.00	USD	Personal Funds	In State Billable Detail

Totals

Employee Expenses:	108.90 USD	Due Employee:	15.00 USD
Non-Reimbursable Expenses:	0.00 USD	Due Vendor:	0.00 USD
Prepaid Expenses:	93.90 USD		
Employee Credits:	0.00 USD		
Vendor Credits:	0.00 USD		
Cash Advances Applied:	0.00 USD		