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Getting Started With an Expense Report

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

To begin submitting an Expense Report you should access the Expense Report Entry page. Four different options are available to create an Expense Report. This module will explain how to get to the Expense Report Entry page and, once you are there, how to pick the Expense Report option that best works for your situation.

To access the Expense Report Entry page from the SFS home page start by clicking **SFS Applications**.

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

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

The screenshot shows a web browser window with the URL <https://perftest.sfs.ny.gov/psp/SFS/EMPLOYEE/EMPL/h?tab=DEFAULT>. The page features the SFS logo and a navigation menu on the left. The main content area displays a welcome message for the Statewide Financial System (SFS) Performance Testing (ERT / PRFCAS) Agency User Portal. The message includes system alert updates and agency user instructions.

Enterprise Menu

- * SFS Applications
- * Reporting Tools
- Change My Password
- My Personalizations
- My System Profile

SFS Communications

Welcome to the Statewide Financial System (SFS) Performance Testing (ERT / PRFCAS) Agency User Portal

12/27/12, 10:15 AM SFS SYSTEM ALERT UPDATE: Issues with transmission of bulkload extracts and IDLs have been resolved. Agencies should receive their IDLs this afternoon.

12/26/12, 1:30 PM SFS SYSTEM ALERT: SFS is currently experiencing issues transmitting bulkload extracts and IDLs from PRFCAS for Friday 12/21/12 through today (Wednesday 12/26/12). We are troubleshooting and will transmit the files once the issue is resolved.

AGENCY AP USERS: Please refer to [OSC Accounts Payable Advisories](#) for important information and guidance on processing transactions in the AP module.

When running PO Dispatch in the Purchasing module, users MUST enter their Agency GLBU in the Business Unit field. See [this communication](#) for full details.

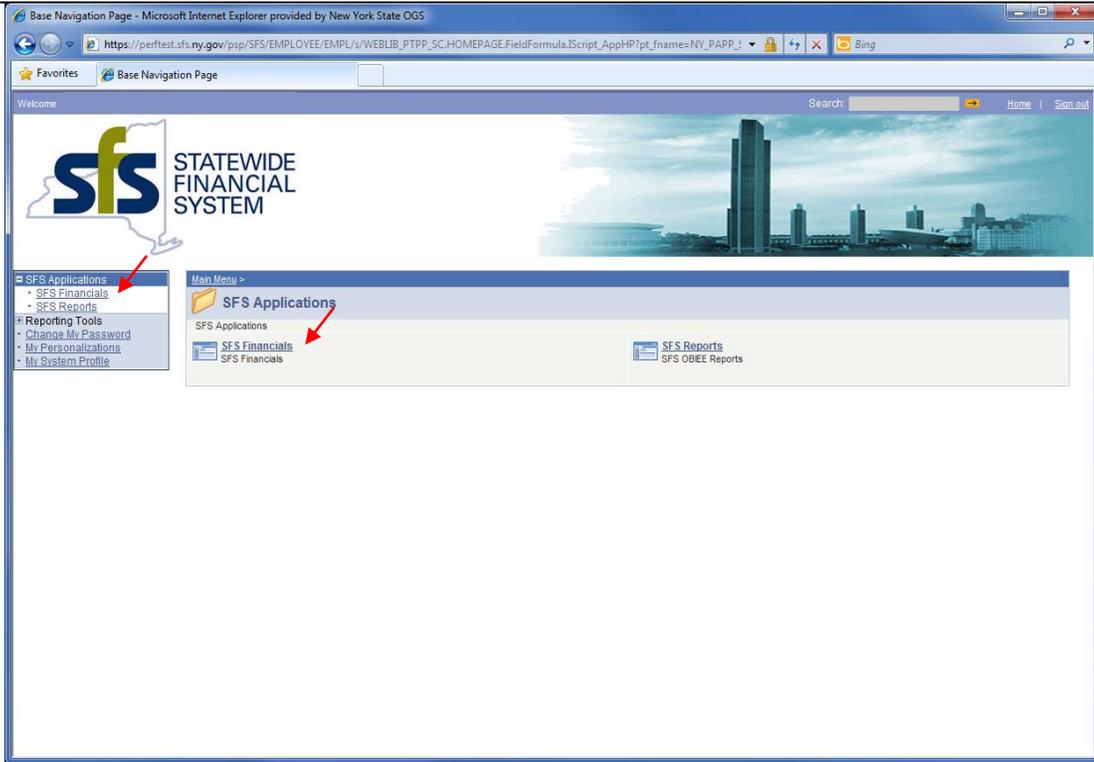
Agency PO Processors: you **MUST** check the "Amount Only" box on service-based PO line items. [See this communication](#) for full details.

My Reports

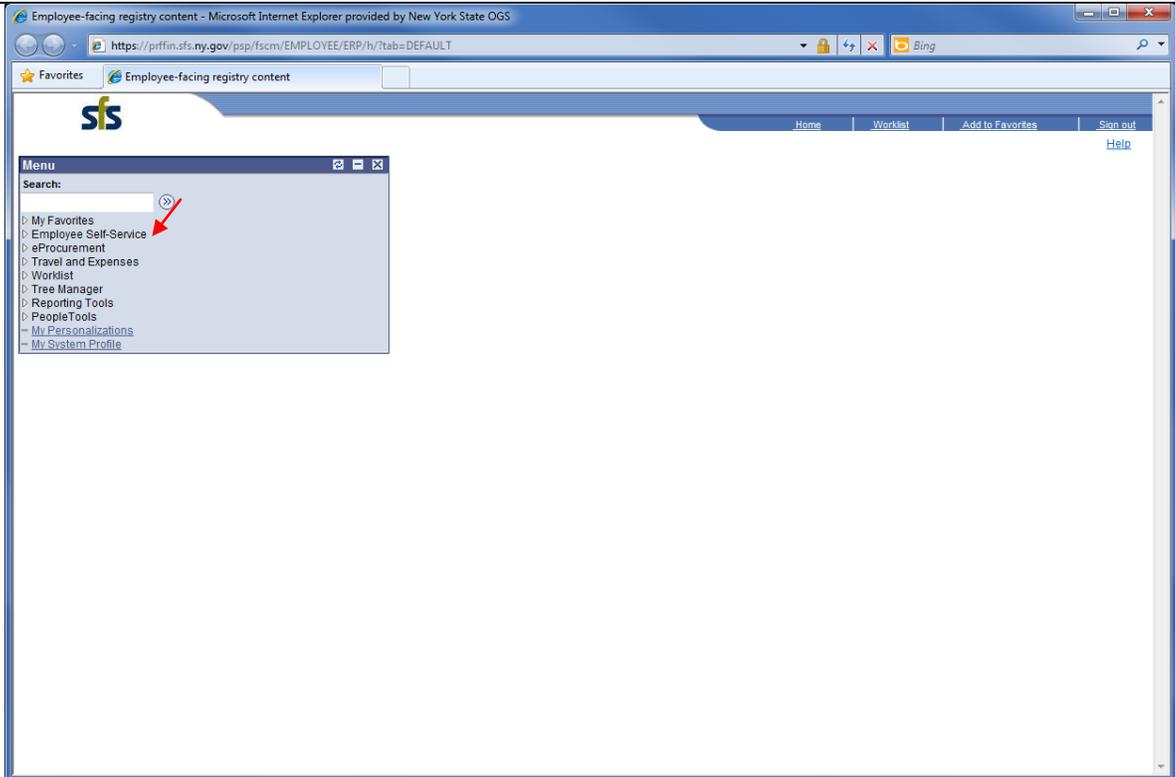
No Reports To Display

[Report Manager](#)

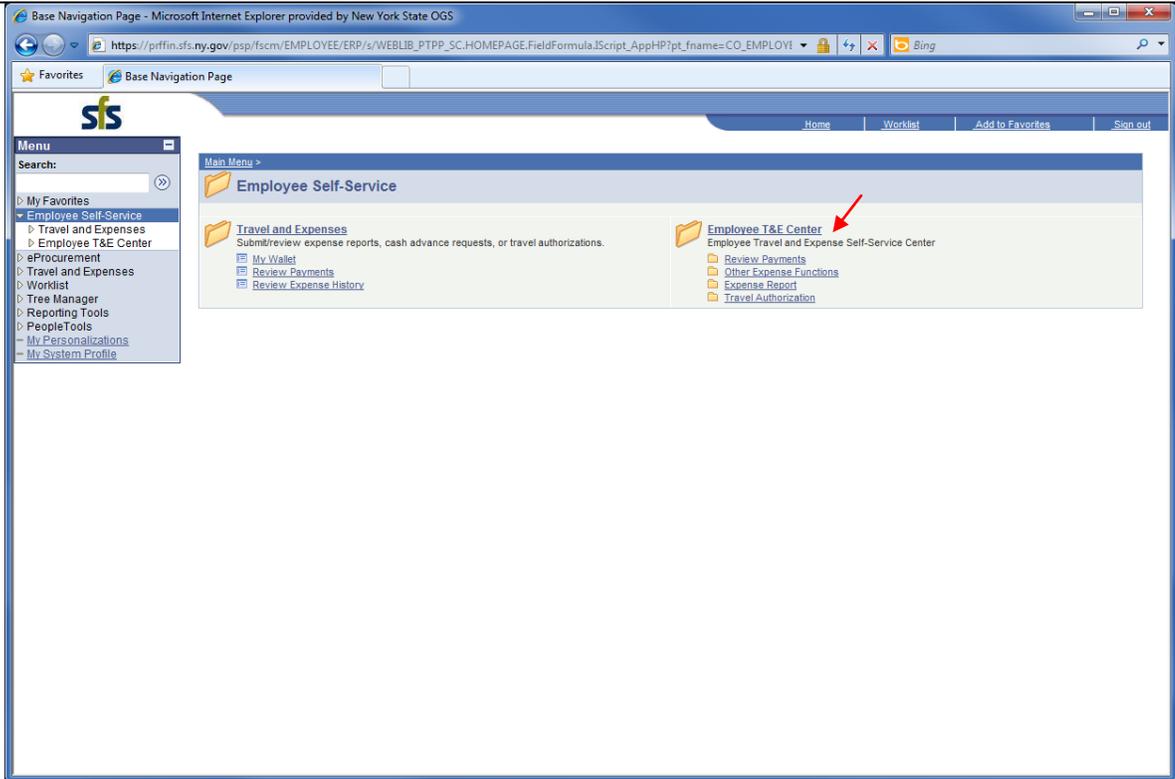
Click **SFS Financials** (either location).



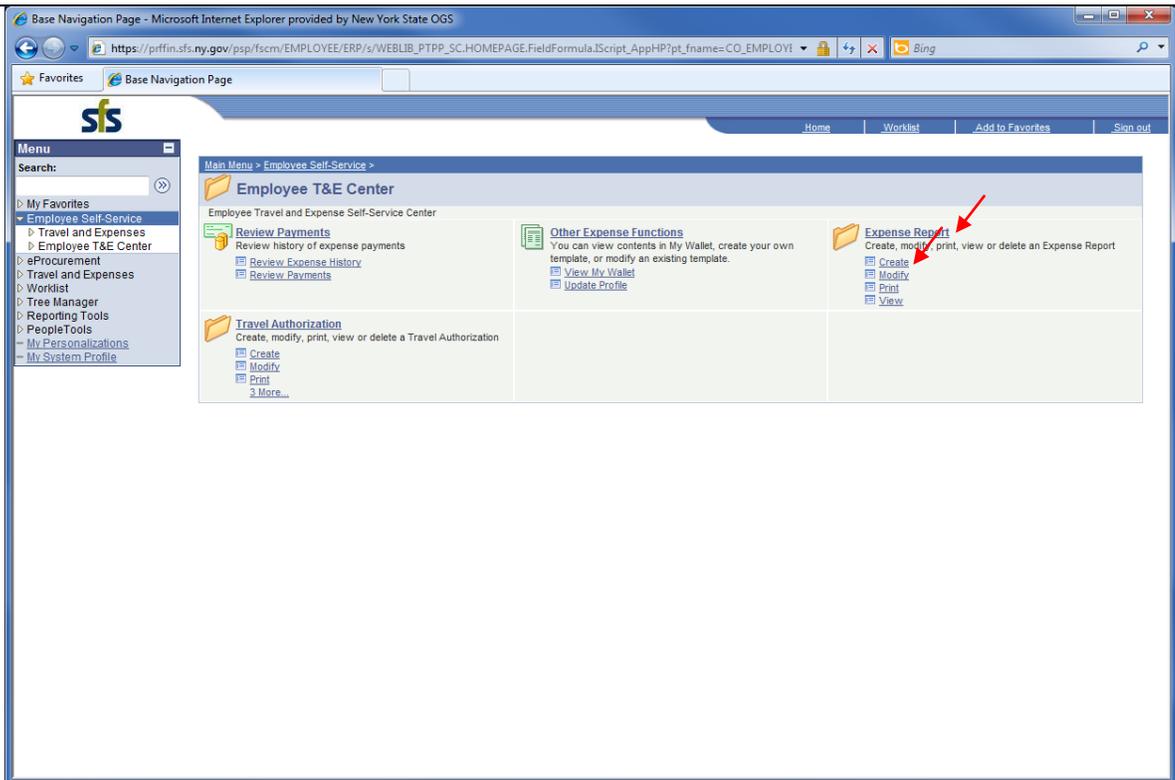
Next, Click **Employee Self-Service**.



Click **Employee T&E Center**.



Under **Expense Report** click **Create**.



This is the **Expense Report Entry** page, it is used to create and submit travel expenses. Depending on the type of expense report you want to create, choose an option from the **Quick Start** list. The option you choose will begin the expense report process.

Create Expense Report
Expense Report Entry
JOHN DOE

Quick Start: **A Blank Report** | [User Defaults](#) | Report ID: NEXT | [Attachments \(0\)](#)

General Information

*Description: A Blank Report
 A Template
*Business Purpose: A Travel Authorization
 An Existing Report
[Changes from My Travel](#)

Default Location: Out of State | Official Station: Albany, NY | Work Location:
Travel Dates: From: To:
Normal Work Hours: From(HTML): To(HTML):

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

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

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

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

Totals

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

You may notice there are 5 options for creating an expense report, however, you should only use 4 of these (see below).

The screenshot displays the 'Create Expense Report' interface. The 'Business Purpose' dropdown menu is expanded, showing five options: 'A Blank Report', 'A Template', 'A Travel Authorization', 'An Existing Report', and 'Entries from My Wallet'. A red arrow points to 'Entries from My Wallet'. The 'Details' table is currently empty, and the 'Totals' section shows zero values for all categories.

(1) A Blank Report allows you to create an expense report from scratch; you will most likely use this option for new travel expenses you have not previously entered in SFS and have not charged on your travel card.

(2) A Travel Authorization allows you to retrieve a travel authorization that was previously approved. You can pull the approved authorization into the expense report once you have completed the travel. This allows you to start with the approved expenses and will likely save you time since you are not creating your expense report from scratch. From here, you can modify the expenses to reflect your actual expenses made during the trip. You can also pull necessary expenses from your wallet.

(3) An Existing Report allows you to use a report you have previously created in SFS. You will most likely use this if you repeat the same type of travel and / or have similar expenses and want to copy the expense report you have previously created. **Be sure to change your dates and any other changes to reflect the current travel.**

(4) The Entries from my Wallet report is used to select transactions paid for on your Travel card (t-card) and apply them to the expense report as necessary. You will only use this option if you have t-card expenses.

(5) Do NOT use the Template option.

Once you have selected the expense report option appropriate for your situation, click the **Go** button to start your expense report.

For details on how to correctly submit an expense report, see the "Creating an Expense Report in SFS Using a Blank Report" or "Creating an Expense Report in SFS Using My Wallet" modules.

The screenshot shows the 'Create Expense Report' interface in the Statewide Financial System. The 'Quick Start' dropdown is set to 'A Blank Report', and a red arrow points to the 'Go' button. The 'General Information' section includes fields for Description, Business Purpose, and Default Location. The 'Details' table is currently empty. The 'Totals' section shows the following values:

Totals:	
Employee Expenses:	0.00 USD
Non-Reimbursable Expenses:	0.00 USD
Prepaid Expenses:	0.00 USD
Employee Credits:	0.00 USD
Vendor Credits:	0.00 USD

Congratulations! You have successfully completed the "Getting Started with an Expense Report" module