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## Creating an Expense Report in SFS Using a Blank 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.

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

Click **SFS Applications**.

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

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

Employee-facing registry content - Microsoft Internet Explorer provided by New York State OGS

https://nysis.sfs.ny.gov/psp/SFS/EMPLOYEE/EMPL/h?tab=DEFAULT

File Edit View Favorites Tools Help

Employee-facing registry content

Welcome

**SFS STATEWIDE FINANCIAL SYSTEM**

**Enterprise Menu**

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

**SFS Communications**

**Welcome to the Statewide Financial System (SFS) Agency User Portal!**

First time logging in? See the **"BEFORE using the SFS"** section below for important steps and information regarding your password.

See the [1/7 issue of Enterprise Connection](#) for information on:  
Fiscal Year-End Impact: Status of Agency KK; Reports for Quarterly ARRA Federal Grant Reporting Posted; New Phase 2 ASA Self-Service Functionality Launched Today; Revised Month-to-Date NYGR0039 Book of Record Reports Posted; new items posted to SFS website.

**12/18/12, SFS SYSTEM ALERT:** The SFS Program will be making changes to the way file attachments are scanned before they are saved to SFS Financials Production (PCAS) beginning at 5:00 PM today. These changes may result in users receiving messages they

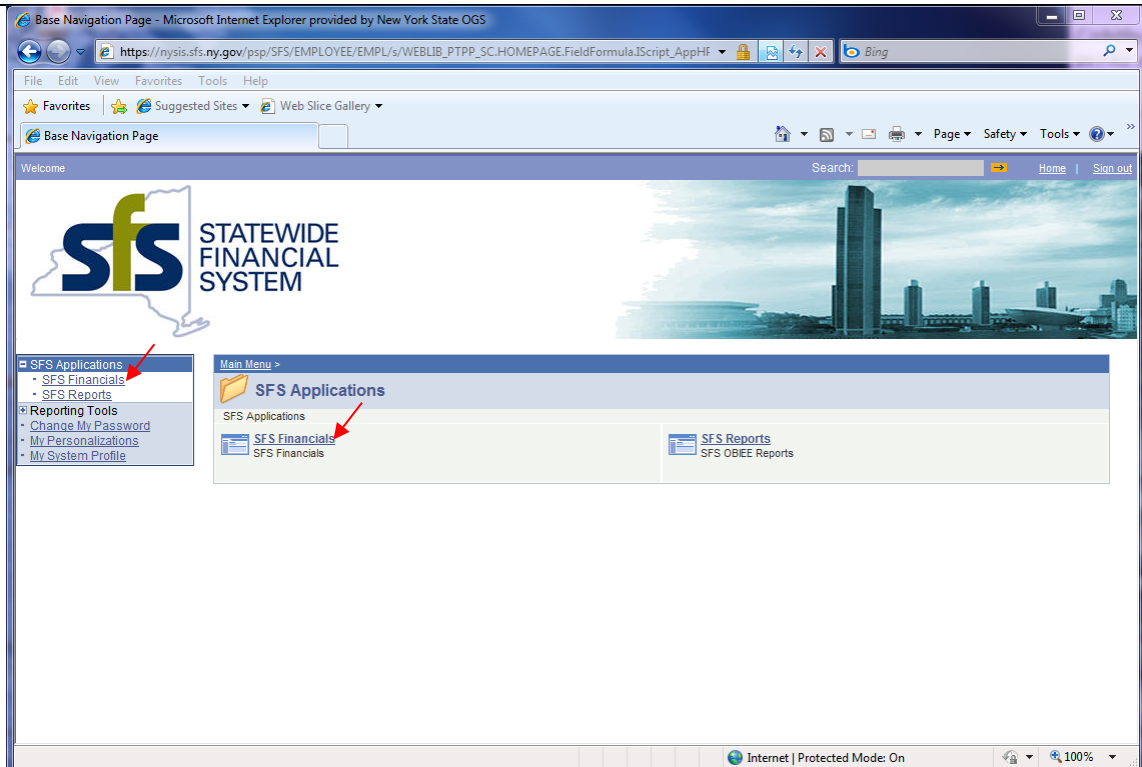
**My Reports**

Report	Folder
<a href="#">NYGL0363</a>	NY_BOR
<a href="#">NYGR0039</a>	General
<a href="#">NYGL0363</a>	NY_BOR
<a href="#">NY_CSHBAL AE</a>	General
<a href="#">FS_BP</a>	General
	2013-01-07-21 17.4
	2013-01-07-09 39.4

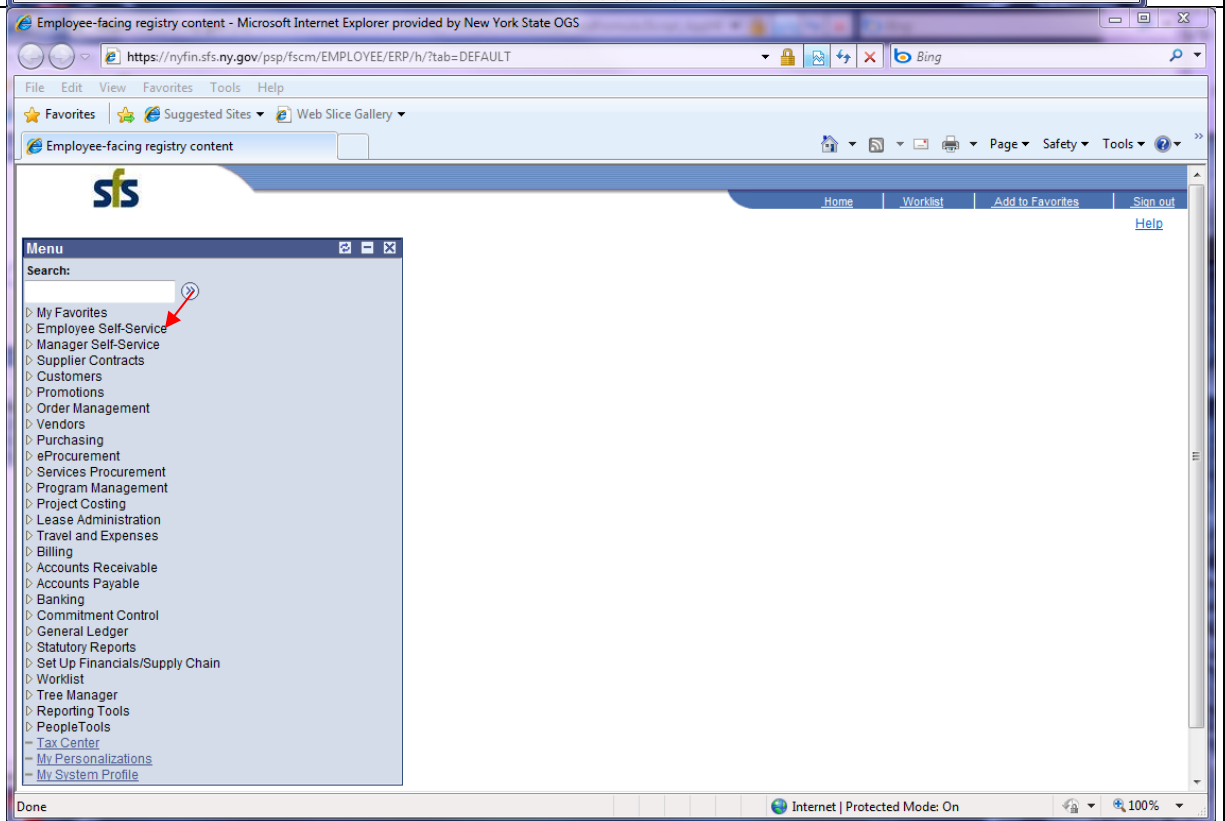
[Report Manager](#)

Internet | Protected Mode: On

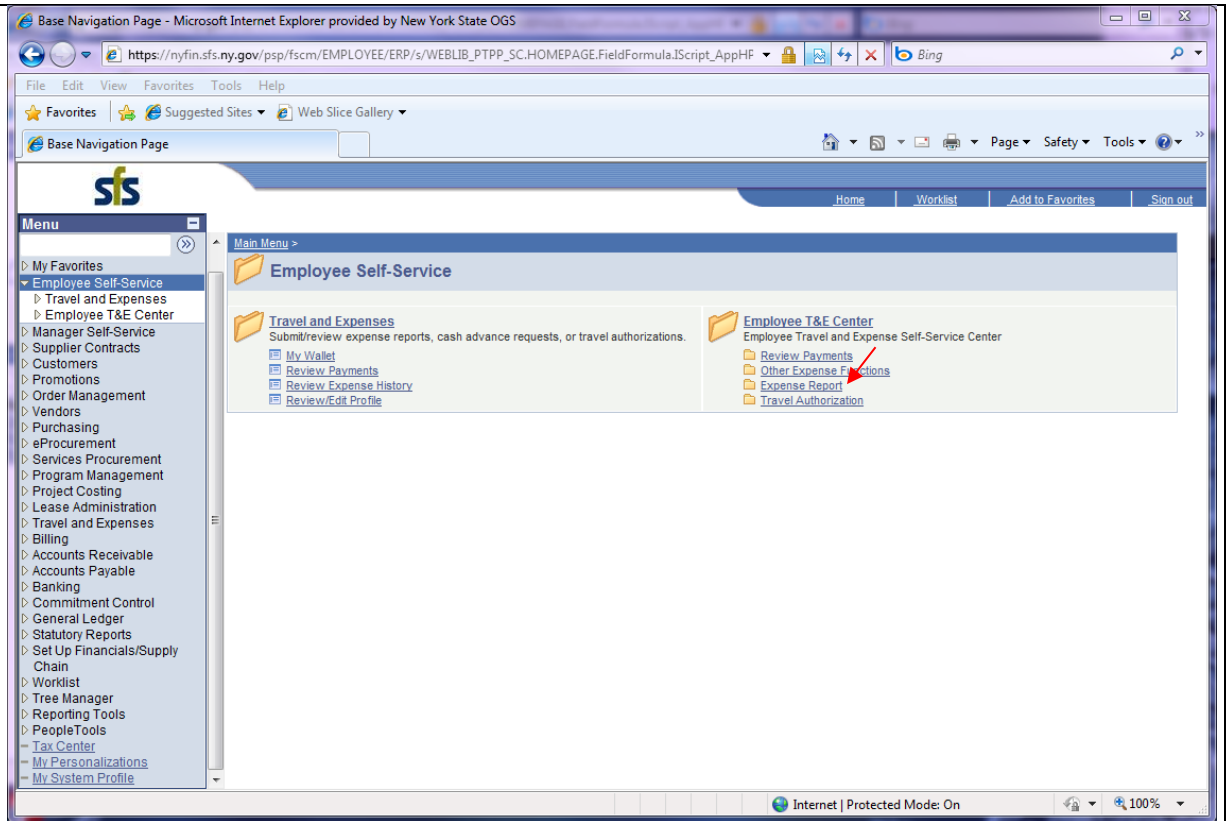
Next, click **SFS Financials** (either location).



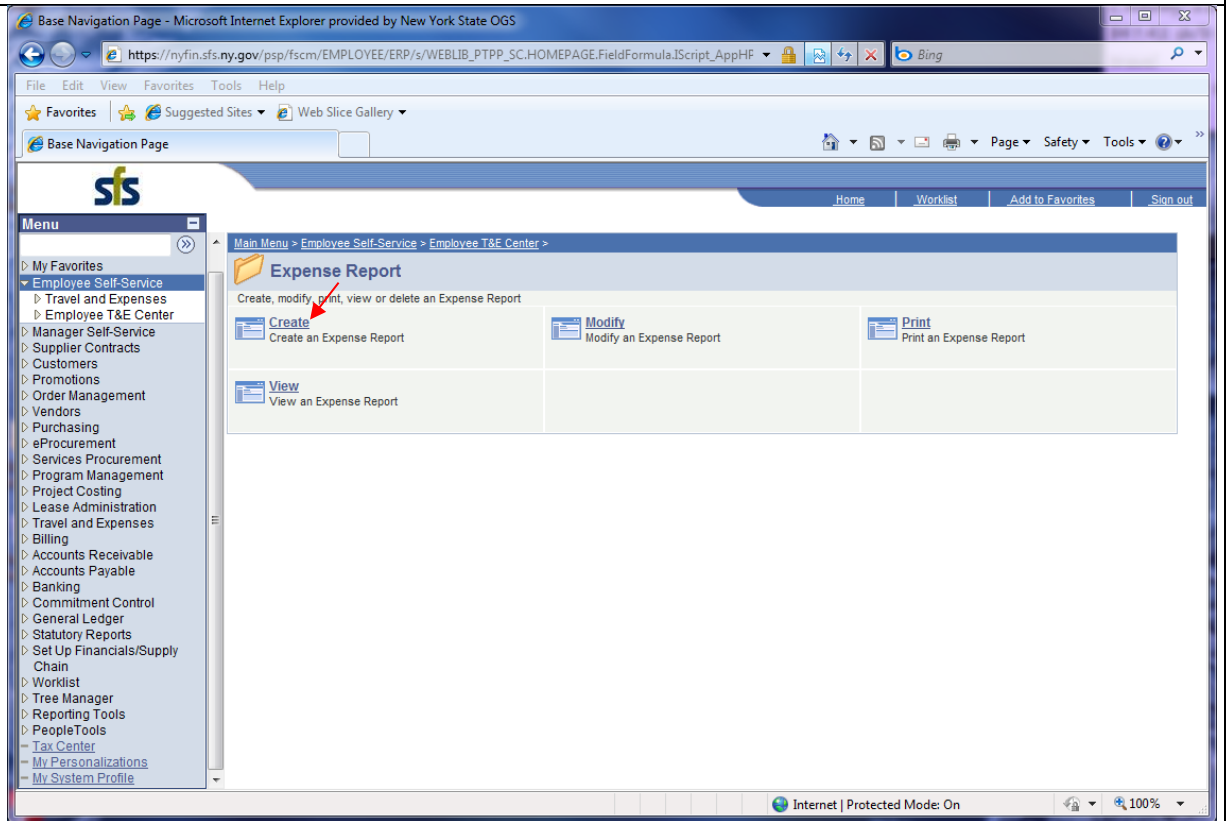
Click **Employee Self-Service**.



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

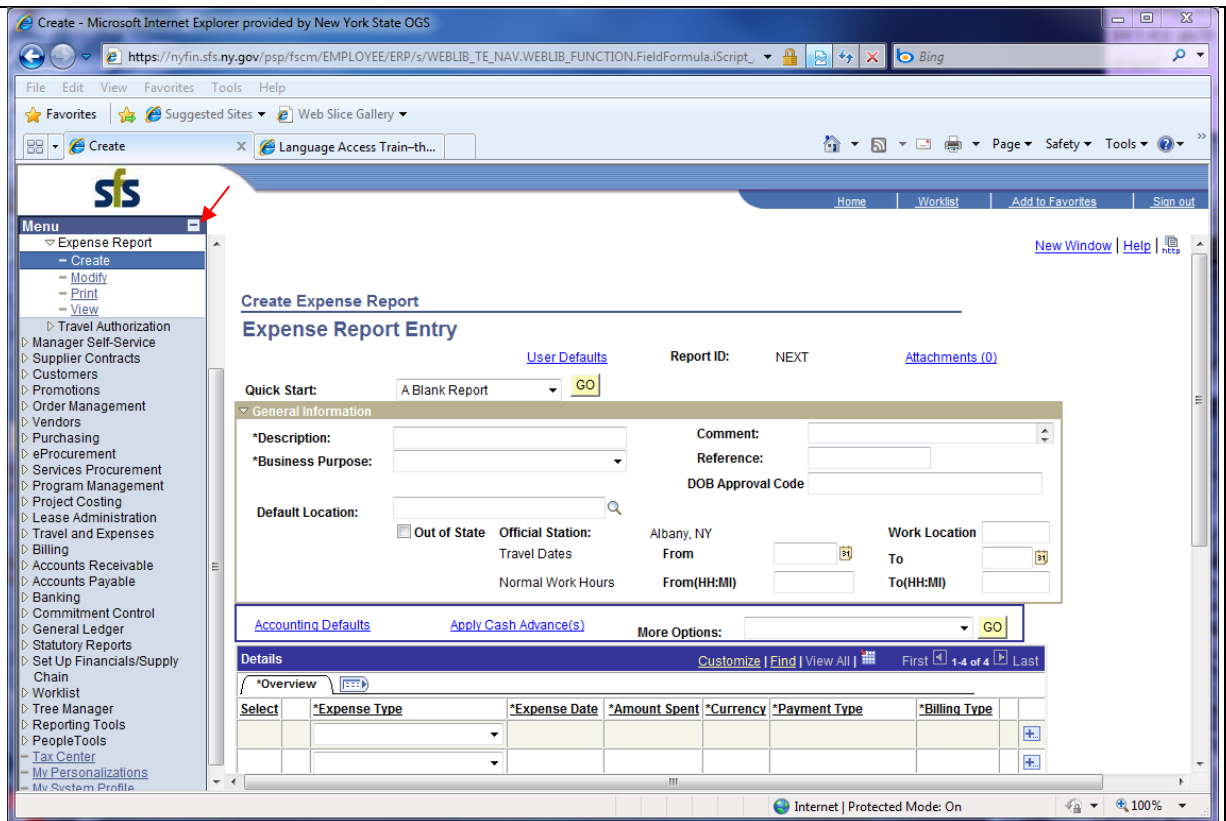


Click **Create** to open an Expense Report Entry page.

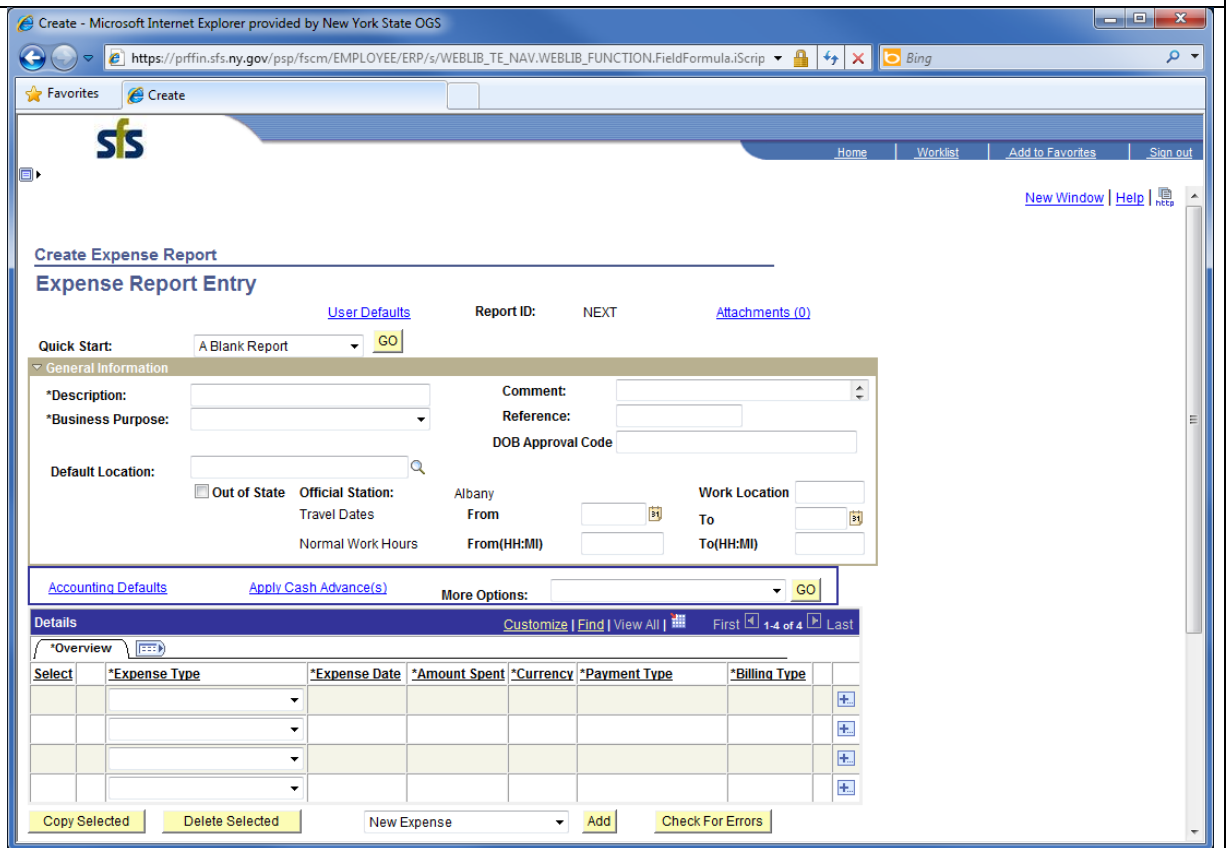


Collapse the menu pagelet – Click the **minimize** button.

This action gives a larger screen for better viewing.



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



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

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

Choose **A Blank Report**.

Click **GO**.

The screenshot shows the 'Create Expense Report' web application. The 'Quick Start' dropdown menu is open, showing options: 'A Blank Report', 'A Template', 'A Travel Authorization', 'An Existing Report', and 'Entries from My Wallet'. A red arrow points to 'A Blank Report'. Another red arrow points to the 'GO' button. The 'Report ID' is 'NEXT' and 'Attachments (0)'. The 'General Information' section includes fields for 'Description', 'Business Purpose', 'Default Location', 'Out of State', 'Official Station', 'Travel Dates', 'Normal Work Hours', 'Albany', 'From', 'From(HH:MM)', 'Work Location', 'To', and 'To(HH:MM)'. The 'Details' section has a table with columns: 'Select', 'Expense Type', 'Expense Date', 'Amount Spent', 'Currency', 'Payment Type', and 'Billing Type'. The table is currently empty.

First, enter a brief description of your trip for this report.

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' web application. The 'Quick Start' dropdown menu is still open, but the 'Description' field is now filled with 'SFS Travel Training'. A red arrow points to the 'Description' field. The 'Report ID' is 'NEXT' and 'Attachments (0)'. The 'General Information' section includes fields for 'Description', 'Business Purpose', 'Default Location', 'Out of State', 'Official Station', 'Travel Dates', 'Normal Work Hours', 'Albany', 'From', 'From(HH:MM)', 'Work Location', 'To', and 'To(HH:MM)'. The 'Details' section has a table with columns: 'Select', 'Expense Type', 'Expense Date', 'Amount Spent', 'Currency', 'Payment Type', and 'Billing Type'. The table is currently empty.

Click in the **Comment** field.

This field is not mandated by the BSC. Per your agency's guidelines, enter the justification or purpose of the trip. Additional comments can be added to this field. This field has a 10,000 character limit.

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

Home | Worklist | Add to Favorites | Sign out

New Window | Help |

### Create Expense Report

#### Expense Report Entry

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

Quick Start: A Blank Report GO

**General Information**

\*Description: SFS Travel Training  
\*Business Purpose:  
Default Location:

Comment: Traveled to the State Campus to meet  
Reference:  
DOB Approval Code

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

Work 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

Choose your **Business Purpose**. Click the drop down arrow. Select the business reason that best fits your travel purpose.

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

Home | Worklist | Add to Favorites | Sign out

New Window | Help |

### Create Expense Report

#### itry

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

Quick Start: A Blank Report GO

**General Information**

\*Description: SFS Travel Training  
\*Business Purpose:

Default Location:

Comment: Traveled to the State Campus to meet  
Reference:  
DOB Approval Code

Albany  
From To  
From(HH:MM) To(HH:MM)

Work Location:

Accounting Defaults | 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

## Reference

This field can be used for Agency Reference, as necessary. An example would be a travel code that the agency uses. This is an optional field. (This field holds limited characters.)

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.iScrip

Home | Worklist | Add to Favorites | Sign out

New Window | Help | News

### Create Expense Report

#### Expense Report Entry

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

Quick Start: A Blank Report

**General Information**

\*Description: SFS Travel Training  
\*Business Purpose: Training and Education Travel  
Default Location:

Comment: Traveled to the State Campus to meet  
Reference:   
DOB Approval Code:

☐ Out of State Official Station: Albany  
Travel Dates: From  To   
Normal Work Hours: From(HH:MI)  To(HH:MI)

Work Location:

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="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Out-of-state travel requires DOB approval.

**NOTE:** See DOB B-1184 bulletin at:  
[http://www.budget.ny.gov/guides/bprm/bulletins/b-1184\\_reissue.html](http://www.budget.ny.gov/guides/bprm/bulletins/b-1184_reissue.html)

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

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https://prffin.sfs.ny.gov/psp/fscm/EMPLOYEE/ERP/s/WEBLIB\_TE\_NAV.WEBLIB\_FUNCTION.FieldFormula.iScrip

Home | Worklist | Add to Favorites | Sign out

New Window | Help | News

### Create Expense Report

#### Expense Report Entry

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

Quick Start: A Blank Report

**General Information**

\*Description: SFS Travel Training  
\*Business Purpose: Training and Education Travel  
Default Location:

Comment: Traveled to the State Campus to meet  
Reference:   
DOB Approval Code: 1140000-989-2013

☐ Out of State Official Station: Albany  
Travel Dates: From  To   
Normal Work Hours: From(HH:MI)  To(HH:MI)

Work Location:

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="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

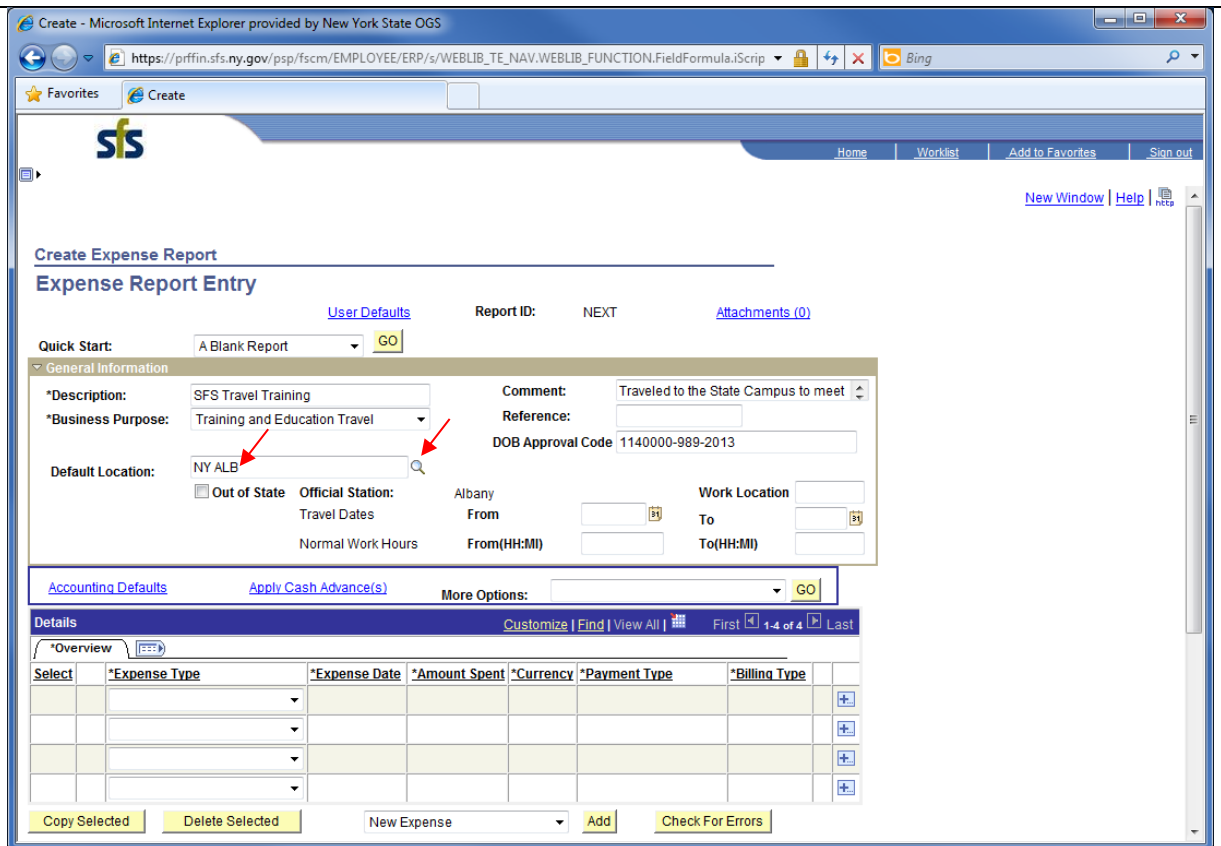


The **Default Location** is the city and state where you traveled.

To find the destination 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 your ER if this field is not populated.



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Home | Worklist | Add to Favorites | Sign out

New Window | Help | 

### Create Expense Report

#### Expense Report Entry


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

Quick Start: A Blank Report

**General Information**

\*Description: SFS Travel Training

\*Business Purpose: Training and Education Travel

Default Location: NY ALB 

☐ Out of State

Official Station: Albany

Travel Dates: From  To

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


Work Location:


Comment: Traveled to the State Campus to meet

Reference:

DOB Approval Code: 1140000-989-2013

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

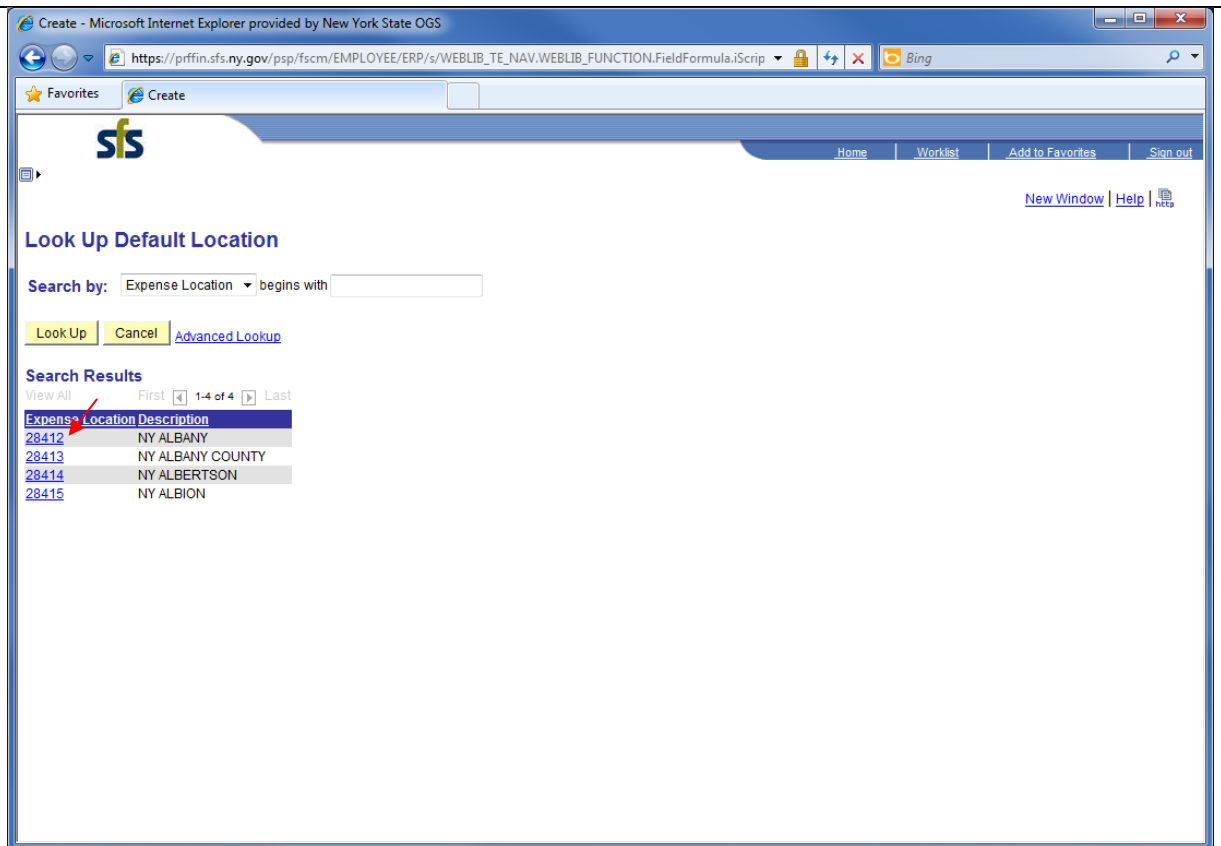
**Details** | Customize | Find | View All |  | First | 1-4 of 4 | Last

\*Overview 

Select	*Expense Type	*Expense Date	*Amount Spent	*Currency	*Payment Type	*Billing Type
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						

Based on the search, a menu of locations, like this, may appear. Select the correct location.


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



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.iScrip

Home | Worklist | Add to Favorites | Sign out

New Window | Help | 

### Look Up Default Location

Search by: Expense Location begins with

[Advanced Lookup](#)

**Search Results**

View All | First | 1-4 of 4 | Last

Expense	Location Description
28412	NY ALBANY
28413	NY ALBANY COUNTY
28414	NY ALBERTSON
28415	NY ALBION



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

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https://prffin.sfs.ny.gov/psp/fscm/EMPLOYEE/ERP/s/WEBLIB\_TE\_NAV.WEBLIB\_FUNCTION.FieldFormula.iScript

Home | Worklist | Add to Favorites | Sign out

New Window | Help |

### Create Expense Report

#### Expense Report Entry

User Defaults Report ID: NEXT Attachments (0)

Quick Start: A Blank Report

**General Information**

\*Description: SFS Travel Training Comment: Traveled to the State Campus to meet

\*Business Purpose: Training and Education Travel Reference:

DOB Approval Code 1140000-989-2013

Default Location:

☐ Out of State ☒ Official Station: Albany 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 1-4 of 4 | Last

\*Overview

Select	*Expense Type	*Expense Date	*Amount Spent	*Currency	*Payment Type	*Billing Type
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						

New Expense

The **Official Station** field is used to identify the location the user is officially assigned.

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

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

Home | Worklist | Add to Favorites | Sign out

New Window | Help |

### Create Expense Report

#### Expense Report Entry

User Defaults Report ID: NEXT Attachments (0)

Quick Start: A Blank Report

**General Information**

\*Description: SFS Travel Training Comment: Traveled to the State Campus to meet

\*Business Purpose: Training and Education Travel Reference:

DOB Approval Code 1140000-989-2013

Default Location:

☐ Out of State ☒ Official Station: Albany 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 1-4 of 4 | Last

\*Overview

Select	*Expense Type	*Expense Date	*Amount Spent	*Currency	*Payment Type	*Billing Type
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						

New Expense

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

If different from your official station, manually enter your work location.


The screenshot shows the 'Create Expense Report' web application. The 'Work Location' field is highlighted with a red arrow. The form includes fields for 'Description', 'Business Purpose', 'Default Location', 'Out of State', 'Official Station', 'Travel Dates', 'Normal Work Hours', 'Comment', 'Reference', 'DOB Approval Code', and 'Work Location'. The 'Work Location' field is currently empty, and a red arrow points to it.

## Travel Dates

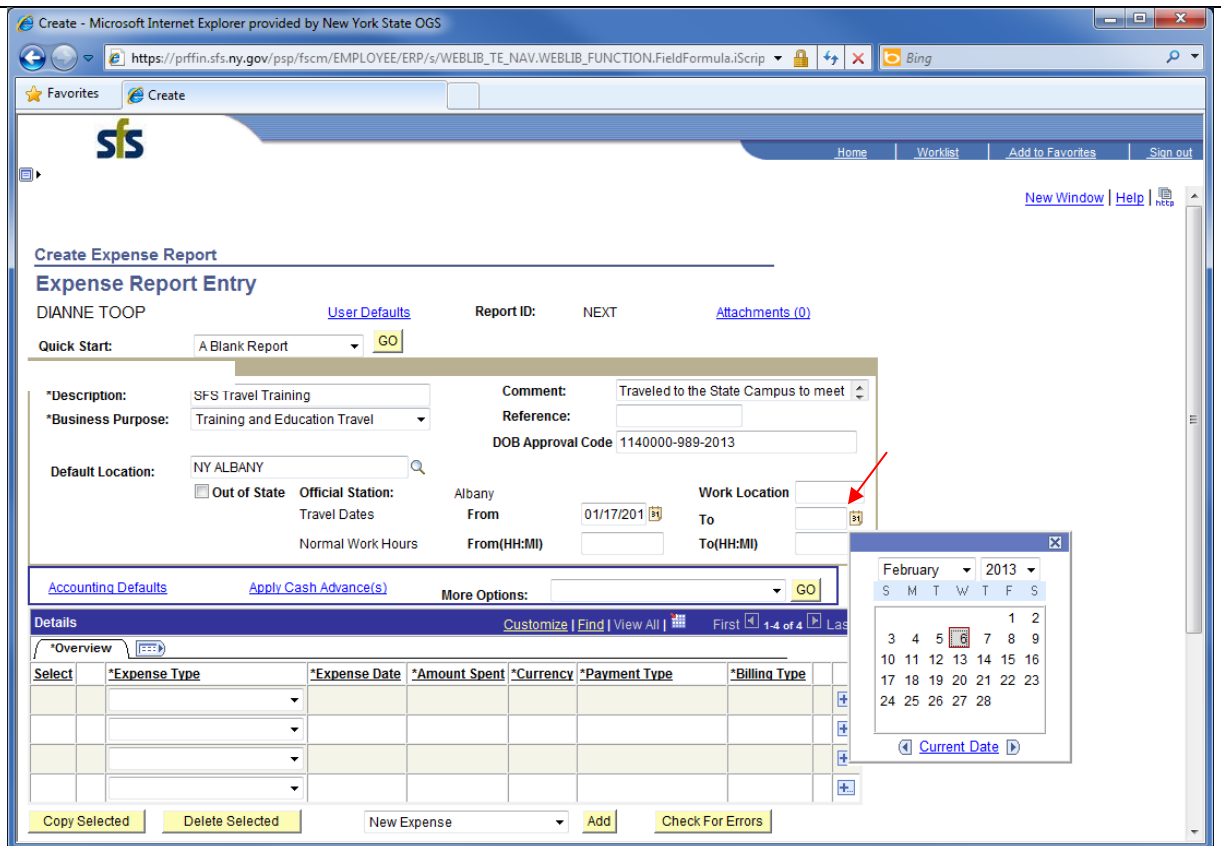
Enter your travel date **From** (start date) by clicking on the **Calendar** icon. Clicking on the **Calendar** will give you a pop-up box to choose your travel start date.

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

The screenshot shows the 'Create Expense Report' web application with the 'Travel Dates' calendar pop-up box open. The calendar displays the month of February 2013, with the date 6th highlighted. The 'Work Location' field is also highlighted with a red arrow. The form includes fields for 'Description', 'Business Purpose', 'Default Location', 'Out of State', 'Official Station', 'Travel Dates', 'Normal Work Hours', 'Comment', 'Reference', 'DOB Approval Code', and 'Work Location'. The 'Travel Dates' field is currently empty, and the calendar pop-up box is open, showing the date 6th selected.

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 date.


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



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Home | Worklist | Add to Favorites | Sign out

New Window | Help | 

Create Expense Report

Expense Report Entry

DIANNE TOOP [User Defaults](#) Report ID: NEXT [Attachments \(0\)](#)

Quick Start: A Blank Report [GO](#)

\*Description: SFS Travel Training Comment: Traveled to the State Campus to meet

\*Business Purpose: Training and Education Travel Reference:

DOB Approval Code 1140000-989-2013

Default Location: NY ALBANY

☐ Out of State Official Station: Albany

Travel Dates From 01/17/2013 To

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

Work 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

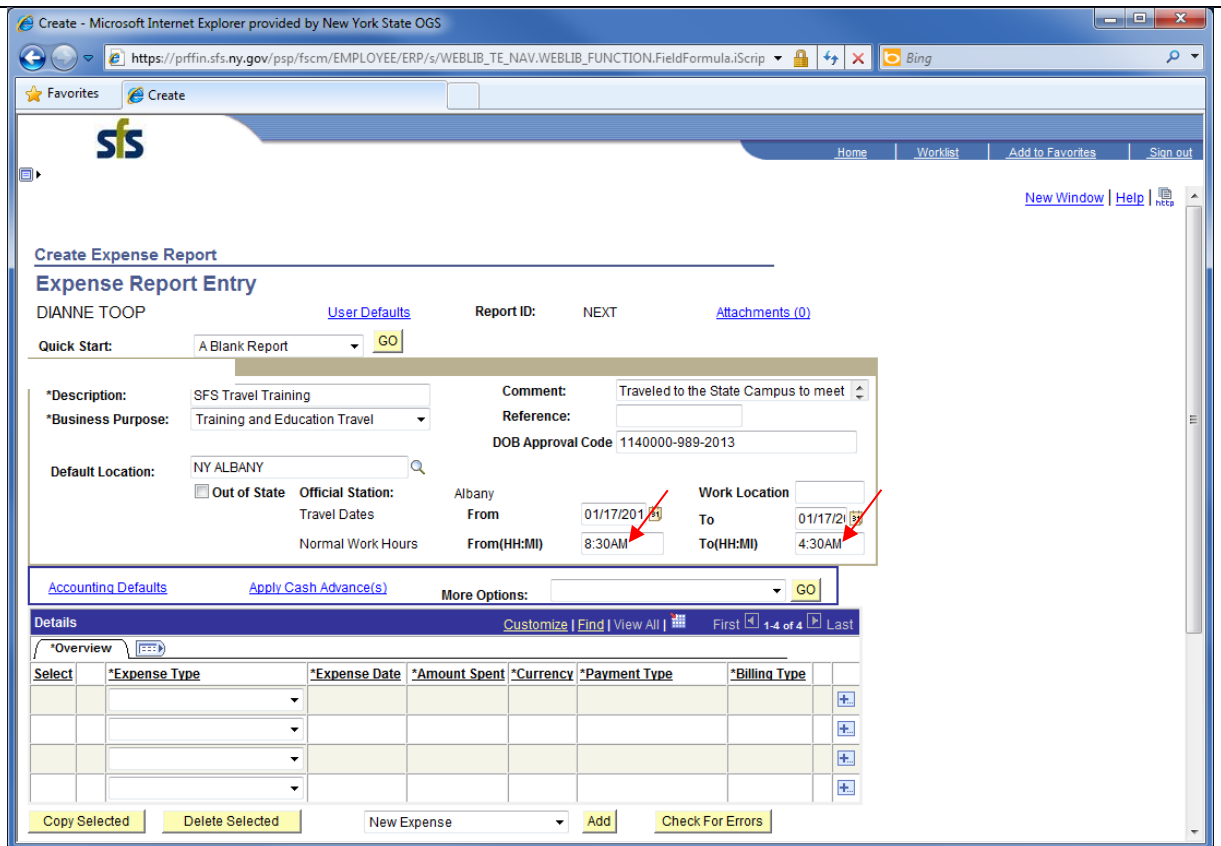
[Copy Selected](#) [Delete Selected](#) New Expense [Add](#) [Check For Errors](#)

## Normal Work Hours

Use 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 ER if these fields are not populated.



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Home | Worklist | Add to Favorites | Sign out

New Window | Help | 

Create Expense Report

Expense Report Entry

DIANNE TOOP [User Defaults](#) Report ID: NEXT [Attachments \(0\)](#)

Quick Start: A Blank Report [GO](#)

\*Description: SFS Travel Training Comment: Traveled to the State Campus to meet

\*Business Purpose: Training and Education Travel Reference:

DOB Approval Code 1140000-989-2013

Default Location: NY ALBANY

☐ Out of State Official Station: Albany

Travel Dates From 01/17/2013 To 01/17/2013

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

Work 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](#)

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.iScrip

Home | Worklist | Add to Favorites | Sign out

New Window | Help |

### Create Expense Report

#### Expense Report Entry

User Defaults      Report ID: NEXT      Attachments (0)

Quick Start: A Blank Report

**General Information**

\*Description: SFS Travel Training      Comment: Traveled to the State Campus to meet

\*Business Purpose: Training and Education Travel      Reference:

DOB Approval Code 1140000-989-2013

Default Location: NY ALBANY

☐ Out of State      Official Station: Albany      Work Location

Travel Dates      From 01/17/2011 To 01/17/2011

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

[Accounting Defaults](#)      [Apply Cash Advances](#)      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="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						

           New Expense      

The **Accounting Defaults** page displays the ChartField coding for the traveler. ChartFields are codes used to categorize financial and budget transactions. Some or all of the necessary fields may auto-populate. Verify the coding is correct or alter as necessary. If you are unsure of your 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.iScrip

Home | Worklist | Add to Favorites | Sign out

New Window | Help |

### Create Expense Report

#### Accounting Defaults

Report ID: NEXT

**Accounting Summary**

%	*GL Unit	Dept	Program	Fund	Product	Bud Ref	PC Bus Unit	Project	Activity	Source Type	Category	Subcategory	Oper Un
100.00	OGS01	1140321	26287	10050		2012-13							

           [User Defaults](#)

The **Details** section of the entry page is used to enter and itemize all expenses for the trip. Each line is a separate expense that was incurred on your trip.

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

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.iScrip

Home | Worklist | Add to Favorites | Sign out

New Window | Help

### Create Expense Report

#### Expense Report Entry

User Defaults Report ID: NEXT Attachments (0)

Quick Start: A Blank Report GO

**General Information**

\*Description: SFS Travel Training Comment: Traveled to the State Campus to meet

\*Business Purpose: Training and Education Travel Reference:

Default Location: NY ALBANY

☐ Out of State Official Station: Albany Work Location:

Travel Dates: From 01/17/2011 To 01/17/2011

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

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

**Details** Customize | Find | View All | First 1 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

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

Click the item.

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.iScrip

Home | Worklist | Add to Favorites | Sign out

New Window | Help

### Create Expense Report

#### Expense Report Entry

User Defaults Report ID: NEXT Attachments (0)

Quick Start: A Blank Report GO

**General Information**

\*Description: SFS Travel Training Comment: Traveled to the State Campus to meet

\*Business Purpose: Training and Education Travel Reference:

Default Location: NY ALBANY

☐ Out of State Official Station: Albany Work Location:

Travel Dates: From 01/17/2011 To 01/17/2011

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

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


**Expense Type** dropdown menu:

- Additional Airline Fees
- Agent Fee
- Bulkload (NonTax)
- Bulkload (Tax)
- Commercial Air Travel
- Conference
- Cost of Supplies/Materials
- Due State
- 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-Ovngt Extra Brkfst
- PDiem-Ovngt Extra Dinner

**Details** Customize | Find | View All | First 1 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

Next, enter your **Expense Date** by clicking on the **Calendar** .

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

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: SFS Travel Training

\*Business Purpose: Training and Education Travel

Default Location: NY ALBANY

☐ Out of State

Official Station: Albany

Travel Dates: From 01/17/2013 To 01/17/2013

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


Work Location

Comment: Traveled to the State Campus to meet

Reference:


DOB Approval Code 1140000-989-2013

**Accounting Defaults**

[Apply Cash Advance\(s\)](#) 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
<input type="checkbox"/>	Tolls paid		0.00	USD		In State
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						

Copy Selected Delete Selected New Expense Add Check For Errors


Totals

Clicking on the **Calendar** will give you a pop-up box to choose your expense date.

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\_Add

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: SFS Travel Training

\*Business Purpose: Training and Education Travel

Default Location: NY ALBANY

☐ Out of State

Official Station: Albany

Travel Dates: From 01/17/2013 To 01/17/2013

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


Work Location

Comment: Traveled to the State Campus to meet

Reference:


DOB Approval Code 1140000-989-2013

**Accounting Defaults**

[Apply Cash Advance\(s\)](#) 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
<input type="checkbox"/>	Tolls paid					In State
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						

Copy Selected Delete Selected Add Check For Errors

January 2013

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Current Date

Totals

Next, enter the **Amount Spent** on the expense.

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\_Add

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: SFS Travel Training  
\*Business Purpose: Training and Education Travel  
Default Location: NY ALBANY  
Out of State: ☐  
Official Station: Albany  
Travel Dates: From 01/17/2013 To 01/17/2013  
Normal Work Hours: From (HH:MM) 8:30AM To (HH:MM) 4:30AM  
Work Location:   
Comment: Traveled to the State Campus to meet  
Reference:   
DOB Approval Code: 1140000-989-2013

Accounting Defaults | Apply Cash Advance(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
<input type="checkbox"/>	Tolls paid	01/17/2013	9.50	USD	In State	In State
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						

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

Totals

Click the **Payment Type** drop down arrow.

There are three 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 the Travel Card.

Select the appropriate **Payment Type** for the expense.

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\_Add

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: SFS Travel Training  
\*Business Purpose: Training and Education Travel  
Default Location: NY ALBANY  
Out of State: ☐  
Official Station: Albany  
Travel Dates: From 01/17/2013 To 01/17/2013  
Normal Work Hours: From (HH:MM) 8:30AM To (HH:MM) 4:30AM  
Work Location:   
Comment: Traveled to the State Campus to meet  
Reference:   
DOB Approval Code: 1140000-989-2013

Accounting Defaults | Apply Cash Advance(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
<input type="checkbox"/>	Tolls paid	01/17/2013	9.50	USD	In State	In State
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						

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

Totals



The **Billing Type**, while indicating it is a mandatory field, does not have any functionality. It can be ignored.

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\_Add

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: SFS Travel Training  
 \*Business Purpose: Training and Education Travel  
 Default Location: NY ALBANY  
 Comment: Traveled to the State Campus to meet  
 Reference:  
 DOB Approval Code: 1140000-989-2013

☐ Out of State  
 Official Station: Albany  
 Travel Dates: From 01/17/2013 To 01/17/2013  
 Normal Work Hours: From(HH:MM) 8:30AM To(HH:MM) 4:30AM  
 Work 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"/>	Tolls paid	01/17/2013	9.50	USD	Personal Funds	In State I	Detail
<input type="checkbox"/>						In State Bills	
<input type="checkbox"/>						In State Non	
<input type="checkbox"/>						Out of State I	
<input type="checkbox"/>						Out of State I	

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

Totals

Click the **\*Detail** link

**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 - 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\_Add

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: SFS Travel Training  
 \*Business Purpose: Training and Education Travel  
 Default Location: NY ALBANY  
 Comment: Traveled to the State Campus to meet  
 Reference:  
 DOB Approval Code: 1140000-989-2013

☐ Out of State  
 Official Station: Albany  
 Travel Dates: From 01/17/2013 To 01/17/2013  
 Normal Work Hours: From(HH:MM) 8:30AM To(HH:MM) 4:30AM  
 Work 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"/>	Tolls paid	01/17/2013	9.50	USD	Personal Funds	In State I	Detail
<input type="checkbox"/>						In State Bills	
<input type="checkbox"/>						In State Non	
<input type="checkbox"/>						Out of State I	
<input type="checkbox"/>						Out of State I	

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

Totals

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

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

Enter the appropriate information for the \* items.

**NOTE:** The fields that appear on this page can be different based on the 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\_Add

Home Worklist Add to Favorites Sign out

Create Expense Report

Expense Detail for Tolls paid (Line 1) Report ID: NEXT

About This Expense

\*Expense Date: 01/17/2013

\*Payment Type: Personal Funds

\*Billing Type: In State Billable

Description: Tolls paid on NYS Thruway

\*Amount Spent: 9.50

\*Currency: USD

\*Exchange Rate: 1.00000000

Reimbursement Amt: 9.50 USD

Exception Comments

Location Amount:

No Receipt:

Accounting Detail

Receipt Split

Check Expense For Errors

Return to Expense Report

Click **Check Expense For Errors**.

If no error, the screen will remain the same. If an error, a red bar will appear. Review your work and fix errors.

**NOTE:** This Check Expense for Errors button will check only this expense 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\_Add

Home Worklist Add to Favorites Sign out

Create Expense Report

Expense Detail for Tolls paid (Line 1) Report ID: NEXT

About This Expense

\*Expense Date: 01/17/2013

\*Payment Type: Personal Funds

\*Billing Type: In State Billable

Description: Tolls paid on NYS Thruway

\*Amount Spent: 9.50

\*Currency: USD

\*Exchange Rate: 1.00000000

Reimbursement Amt: 9.50 USD

Exception Comments

Location Amount:

No Receipt:

Accounting Detail

Receipt Split

Check Expense For Errors

Return to Expense Report

SFS times out after 20 minutes.

Click **Save For Later** to save your work and continue 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\_AddE

File Edit View Favorites Tools Help

Home Worklist Add to Favorites Sign out

**SFS**

\*Description: SFS Travel Training  
\*Business Purpose: Training and Education Travel  
Default Location: NY ALBANY  
Out of State: ☐ Official Station: Albany  
Travel Dates: From 01/17/2013 To 01/17/2013  
Normal Work Hours: From(HH:MM) 8:30AM To(HH:MM) 4:30AM  
Work Location:   
Comment: Traveled to the State Campus to meet  
Reference:   
DOB Approval Code: 1140000-989-2013

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

Details Customize Find View All First 1 of 4 Last

\*Overview

Select	*Expense Type	*Expense Date	*Amount Spent	*Currency	*Payment Type	*Billing Type
<input type="checkbox"/>	Tolls paid	01/17/2013	9.50	USD	Personal Funds	In State
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						

Copy Selected Delete Selected New Expense Add Check For Errors

Totals

Employee Expenses:	9.50 USD	Due Employee:	9.50 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 Expense Report Project Summary

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

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\_AddE

File Edit View Favorites Tools Help

Home Worklist Add to Favorites Sign out

**SFS**

New Window Help

Create Expense Report

Expense Report Entry

User Defaults Report ID: 0000045478 Attachments (0)

General Information

\*Description: SFS Travel Training  
\*Business Purpose: Training and Education Travel  
Default Location: NY ALBANY  
Out of State: ☐ Official Station: Albany  
Travel Dates: From 01/17/2013 To 01/17/2013  
Normal Work Hours: From(HH:MM) 8:30AM To(HH:MM) 4:30AM  
Work Location:   
Comment: Traveled to the State Campus to meet  
Reference:   
DOB Approval Code: 1140000-989-2013

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

Details Customize Find View All First 1 of 1 Last

\*Overview

Select	*Expense Type	*Expense Date	*Amount Spent	*Currency	*Payment Type	*Billing Type
<input type="checkbox"/>	Tolls paid	01/17/2013	9.50	USD	Personal Funds	In State
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						

Copy Selected Delete Selected New Expense Add Check For Errors

Totals

Employee Expenses:	9.50 USD	Due Employee:	9.50 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		

Update Totals

After you have saved your ER, continue entering all additional expenses incurred during travel.

A typical expense report will have multiple expense lines representing all travel expenses that were made during travel. Complete a line for each expense of the trip.

If you have run out of lines, you can add additional rows.

Click  .

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\_AddE

Home Worklist Add to Favorites Sign out

New Window Help

### Create Expense Report

#### Expense Report Entry

[User Defaults](#) Report ID: 0000045478 [Attachments \(0\)](#)

**General Information**

\*Description: SFS Travel Training

\*Business Purpose: Training and Education Travel

Default Location: NY ALBANY

☐ Out of State

Official Station: Albany

Travel Dates: From 01/17/2013 To 01/17/2013

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

Work Location:

Comment: Traveled to the State Campus to meet

Reference:

DOB Approval Code: 1140000-989-2013

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

**Details** Customize Find View All First 1 of 1 Last

\*Overview

Select	*Expense Type	*Expense Date	*Amount Spent	*Currency	*Payment Type	*Billing Type	
<input type="checkbox"/>	Tolls paid	01/17/2013	9.50	USD	Personal Funds	In State	Detail +

Copy Selected Delete Selected New Expense Add Check For Errors

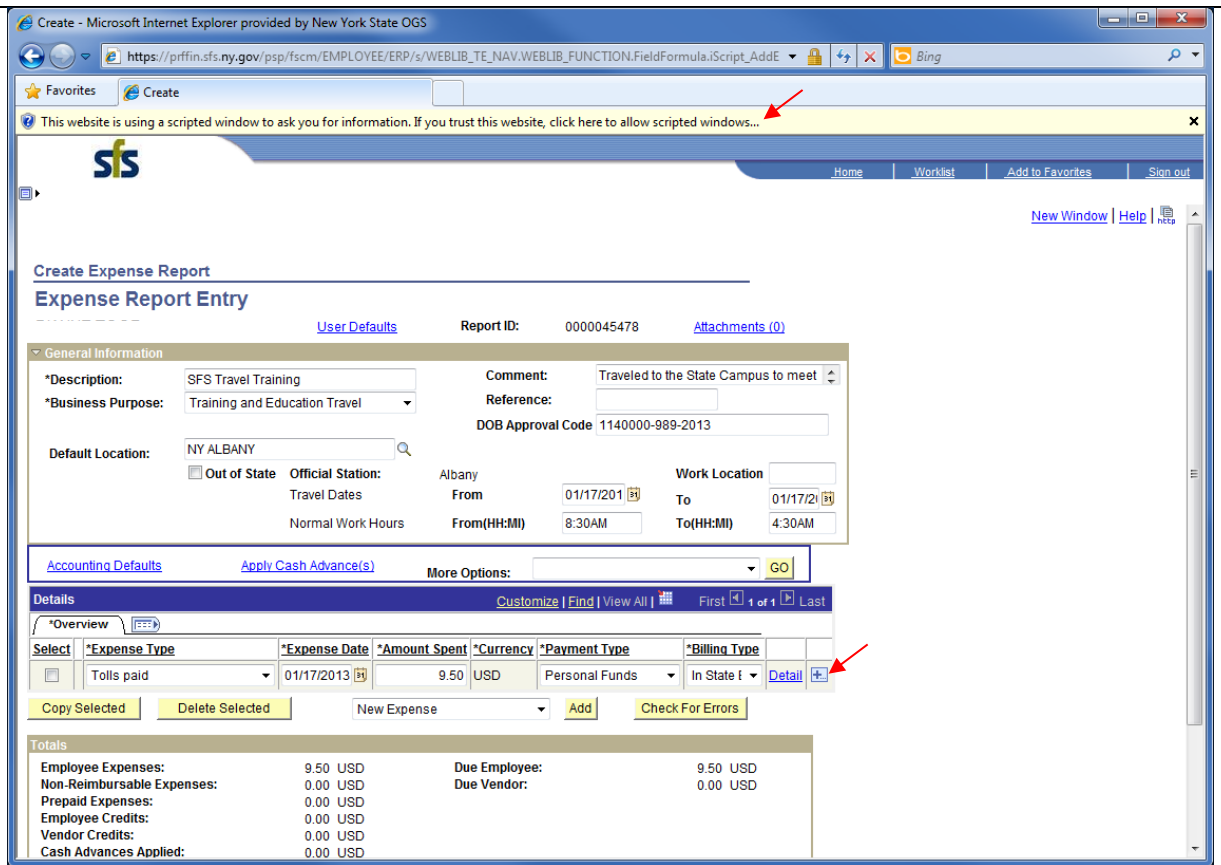
**Totals**

Employee Expenses:	9.50 USD	Due Employee:	9.50 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		

Update Totals

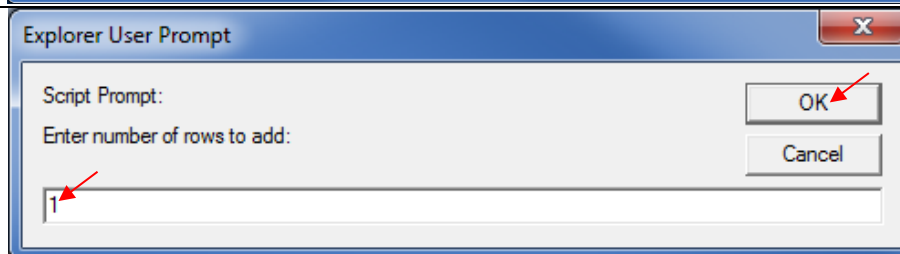
If the yellow bar appears, click it and select **Temporarily Allow Scripted Windows**.

Click  again.



Enter the number of rows to add.

Click **OK**.



Additional row(s) have been added.

Add expenses as described in previous steps.

Create - Microsoft Internet Explorer provided by New York State OGS

https://prffin.sfs.ny.gov/psp/fscm/EMPLOYEE/ERP/s/WEBLIB\_FUNCTION.FieldFormula.iScript\_AddE

Home Worklist Add to Favorites Sign out

New Window Help

### Create Expense Report

#### Expense Report Entry

[User Defaults](#) Report ID: 0000045478 [Attachments \(0\)](#)

**General Information**

\*Description: SFS Travel Training

\*Business Purpose: Training and Education Travel

Default Location: NY ALBANY

☐ Out of State

Official Station: Albany

Travel Dates: From 01/17/2013 To 01/17/2013

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

Work Location:

Comment: Traveled to the State Campus to meet

Reference:

DOB Approval Code: 1140000-989-2013

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

**Details** [Customize](#) [Find](#) [View All](#) First 1-2 of 2 Last

\*Overview

Select	*Expense Type	*Expense Date	*Amount Spent	*Currency	*Payment Type	*Billing Type
<input type="checkbox"/>	Tolls paid	01/17/2013	9.50	USD	Personal Funds	In State

Copy Selected Delete Selected New Expense Add Check For Errors

**Totals**

Employee Expenses:	9.50 USD	Due Employee:	9.50 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		

For your information, see **Reimbursable Expenses & Receipt Requirements.**

Reimbursable Expenses & Receipt Requirements		
Reimbursable Travel Expenses		Non-Reimbursable Expenses
Receipts and/or Documentation Required	Receipts Not Required	
<b>Receipts Required:</b> <ul style="list-style-type: none"> <li>Lodging Receipts (receipted method)</li> <li>Receipts of \$75 or more for travel expenses including tolls, parking, taxis, local bus, subway, gas, etc.</li> <li>Amtrak ticket stubs and airline tickets</li> <li>Long distance bus tickets</li> <li>Meals if not in overnight status and claiming higher rate.</li> </ul> <b>Documentation Required:</b> <ul style="list-style-type: none"> <li>Car rental agreements</li> <li>Trip calculator for personal car mileage when rental car would have been more economical</li> <li>Conference brochure or agenda</li> <li>Justification for over the Maximum rate for lodging</li> </ul>	<ul style="list-style-type: none"> <li>Receipts under \$75 for travel expenses including: <ul style="list-style-type: none"> <li>tolls,</li> <li>parking,</li> <li>taxis,</li> <li>local bus,</li> <li>subway,</li> <li>car washes for state fleet cars and rental vehicles</li> </ul> </li> <li>Gas charges on a state fleet credit card</li> </ul>	<ul style="list-style-type: none"> <li>Parking tickets</li> <li>Traffic tickets</li> <li>Laundry</li> <li>Valet Service</li> <li>Entertainment</li> </ul>
<b>Non-Travel Reimbursements:</b> Receipts for all non-travel related expenses are required		

Any required receipts for the trip *must* be attached to the ER via a scanned document.

**NOTE:** BSC cannot add attachments.

Click **Attachments**.

**NOTE:** BSC may deny your ER if required receipts are not attached.

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\_AddE

Home Worklist Add to Favorites Sign out

New Window Help

Create Expense Report

Expense Report Entry

User Defaults Report ID: 0000045478 Attachments (0)

General Information

\*Description: SFS Travel Training Comment: Traveled to the State Campus to meet

\*Business Purpose: Training and Education Travel Reference:

Default Location: NY ALBANY DOB Approval Code: 1140000-989-2013

☐ Out of State Official Station: Albany Work Location:

Travel Dates From: 01/17/2013 To: 01/17/2013

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

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

Details Customize Find View All First 1-2 of 2 Last

\*Overview

Select	*Expense Type	*Expense Date	*Amount Spent	*Currency	*Payment Type	*Billing Type
<input type="checkbox"/>	Tolls paid	01/17/2013	9.50	USD	Personal Funds	In State
<input type="checkbox"/>	Fuel for Travel	01/17/2013	23.76	USD	Personal Funds	In State

Copy Selected Delete Selected New Expense Add Check For Errors

Totals

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\_AddE

Home Worklist Add to Favorites Sign out

New Window Help

Expense Report Attachment

Sheet ID 0000045478

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

Delete

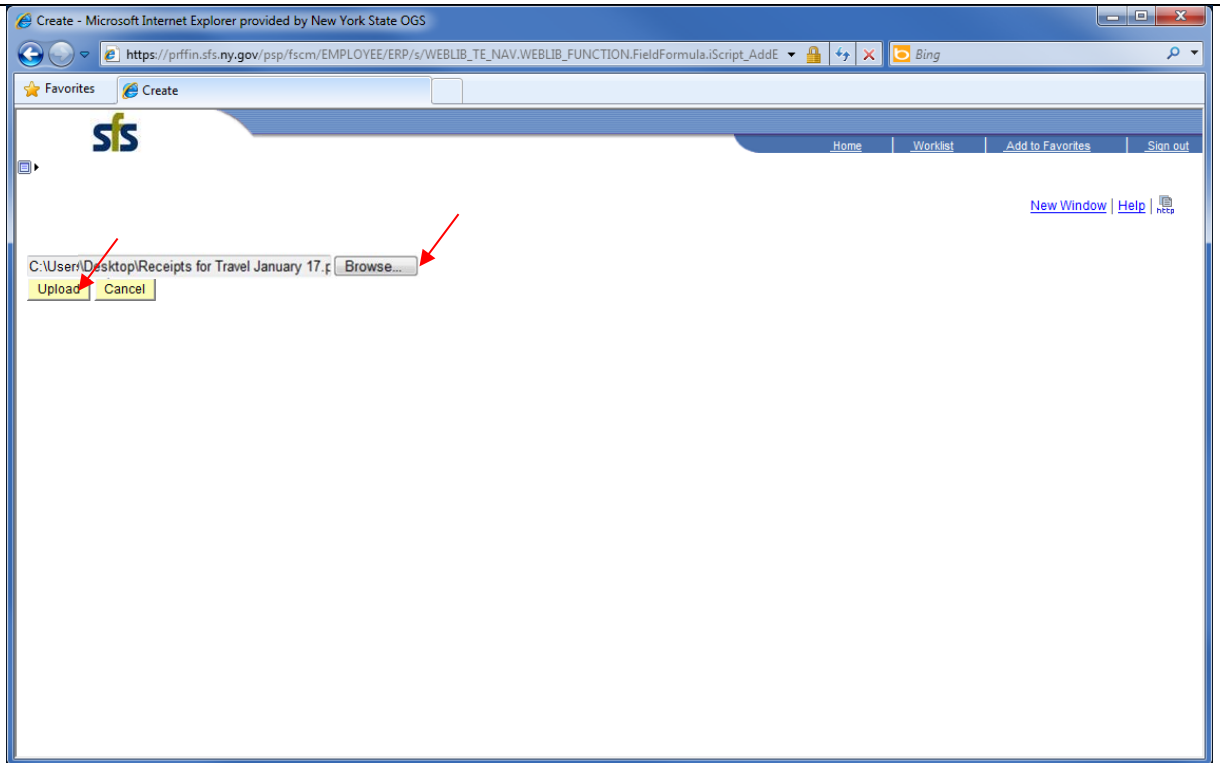
Add Attachment

OK Cancel



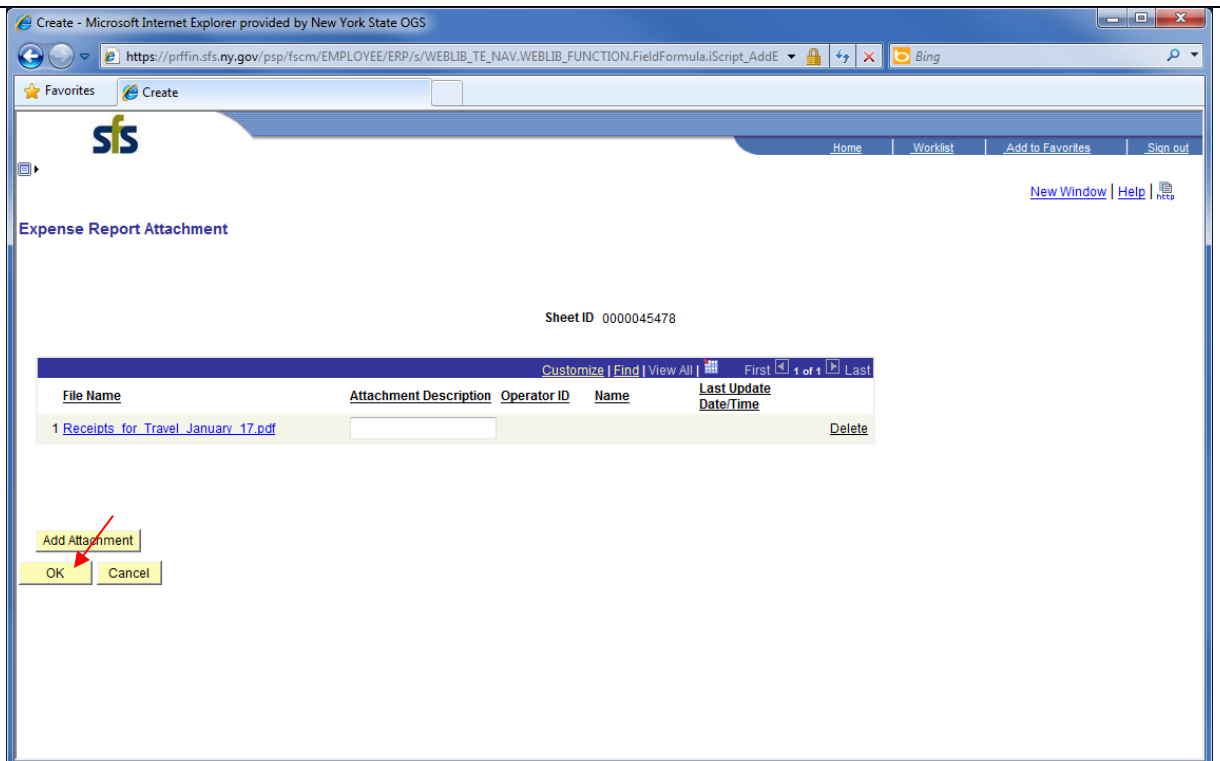
Click **Browse** to select a document stored on your computer or network.

Next, click **Upload**.



If you have other attachments, add as discussed above.

If complete, click **OK**.



After all expenses and attachments have been entered click **Submit**.

When the **Submit** button is clicked, the ER is saved, sent to budget check, and submitted into the Agency approval process.

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\_AddE

Home Worklist Add to Favorites Sign out

User Defaults Report ID: 0000045478 Attachments (1)

**General Information**

\*Description: SFS Travel Training Comment: Traveled to the State Campus to meet  
\*Business Purpose: Training and Education Travel Reference:  
Default Location: NY ALBANY Out of State Official Station: Albany Work Location  
Travel Dates From: 01/17/2013 To: 01/17/2013  
Normal Work Hours From(HH:MM): 8:30AM To(HH:MM): 4:30AM

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

**Details** Customize | Find | View All | First 1-2 of 2 Last

Select	*Expense Type	*Expense Date	*Amount Spent	*Currency	*Payment Type	*Billing Type
<input type="checkbox"/>	Tolls paid	01/17/2013	9.50	USD	Personal Funds	In State
<input type="checkbox"/>	Fuel for Travel	01/17/2013	23.76	USD	Personal Funds	In State

Copy Selected Delete Selected New Expense Add Check For Errors

**Totals**

Employee Expenses:	33.26	USD	Due Employee:	33.26	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 Expense Report Project Summary Printable View Main Content

Return to Expense Report

The **Submit Confirmation** page is shown. Review for accuracy.

Click **OK**.

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\_AddE

Home Worklist Add to Favorites Sign out

New Window Help

Create Expense Report

**Submit Confirmation** Report ID: 0000045478

**Expense Report Totals**

Employee Expenses:	33.26	USD	Due Employee:	33.26	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			

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

OK Cancel

The **Expense Report Detail** shows what you have submitted.

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\_AddE

Home Worklist Add to Favorites Sign out

**View Expense Report**

**Expense Report Detail**

[User Defaults](#) Report ID: 0000045478 [Attachments \(1\)](#)

**General Information**

Description: SFS Travel Training Comment: Traveled to the State Campus to meet

Business Purpose: Training and Education Travel Reference:

Status: Submission in Process DOB Approval Code 1140000-989-2013

Default Location: NY ALBANY Last Updated: 02/06/2013 By:

Post State: Not Applied

☐ Out of State

Official Station: Albany Work Location

Travel Dates From 01/17/2013 To 01/17/2013

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

More Options: GO

**Details** Customize Find View All First 1-2 of 2 Last

\*Overview

*Expense Type	*Expense Date	*Amount Spent	*Currency	*Payment Type	*Billing Type
Tolls paid	01/17/2013	9.50 USD	Personal Funds	In State Billable	<a href="#">Detail</a>
Fuel for Travel	01/17/2013	23.76 USD	Personal Funds	In State Billable	<a href="#">Detail</a>

**Totals**

Employee Expenses:	33.26 USD	Due Employee:	33.26 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](#)