



OKLAHOMA
Office of Management
& Enterprise Services

Mobile Expenses User Guide

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Document Control

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Target audience
OMES employees

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NA

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Executive Summary

Overview

The primary goal of the Implementation of PeopleSoft Travel & Expenses for OMES project is to ensure all existing current Employee Expenses and Travel Authorization processes are implemented in PeopleSoft Financials application. Opportunities to utilize new features from PeopleSoft T & E and AWE workflow process to improve OMES business process will be evaluated. The evaluation will include the impact to the project scope, budget, timeline and business resource time commitment.

Purpose

The purpose of this document is to create and approve expense reports using mobile devices including Tablets, smart phones, etc.

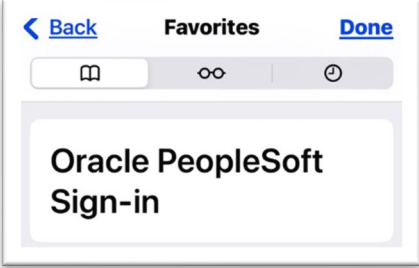
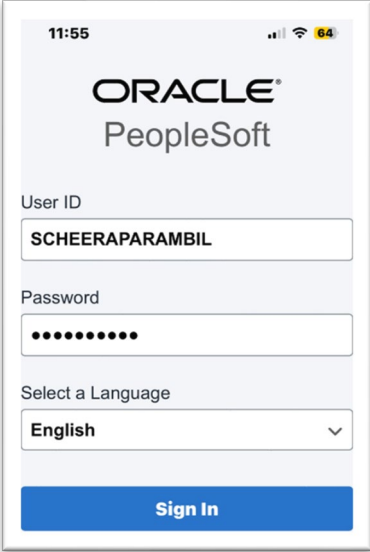
Assumptions

- Public PeopleSoft URL is available.
- This document is created using SOKLFUAT environment. (Production will work the same way.)
- iPhone 15 was used for this demo but will work on all devices.

Introduction

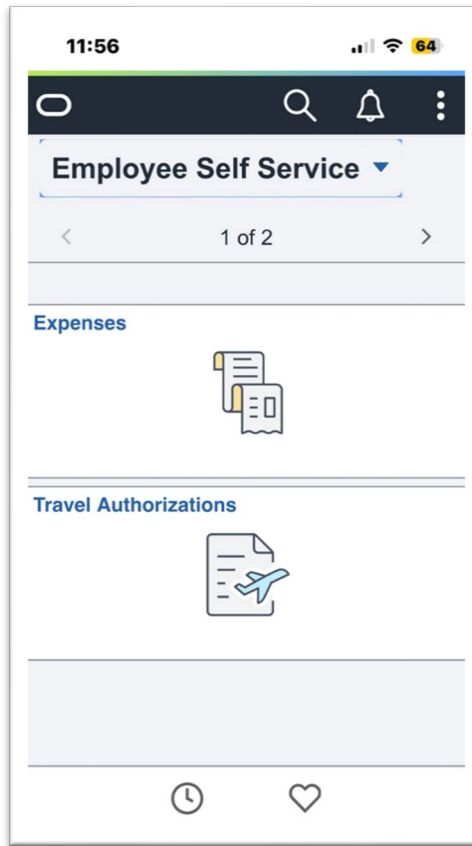
- Expense Report Creation.
- Expense Report Approval.

Expense Report Creation

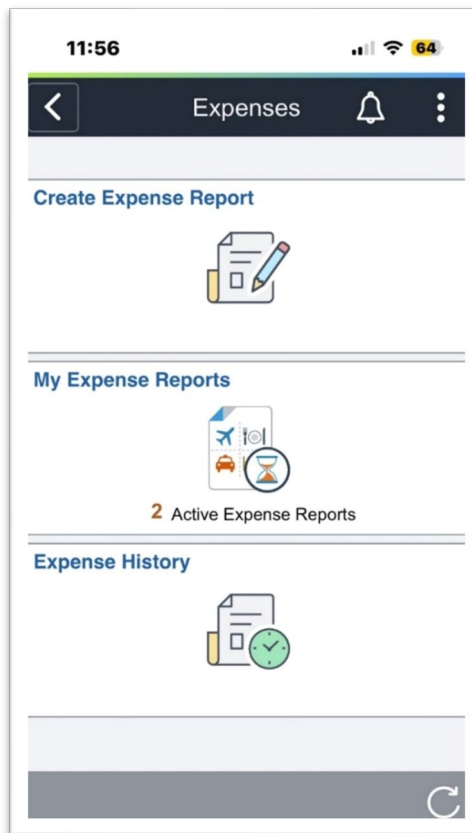
	Setup/Usage instructions	Screen prints
1.	<p>Open this link in your mobile device browser.</p> <p>Save to Favorites.</p>	 <p>A screenshot of a mobile browser's Favorites list. At the top, there are navigation options: a back arrow, the word 'Favorites', and a 'Done' button. Below this is a search bar with icons for bookmarks, refresh, and a clock. The main content area shows a single favorite item: 'Oracle PeopleSoft Sign-in'.</p>
2.	<p>Select Favorites and the browser opens with PeopleSoft sign-in page.</p> <p>Log in as Employee to submit expense report.</p> <p>Select Sign in.</p>	 <p>A screenshot of the Oracle PeopleSoft sign-in page on a mobile device. The top status bar shows the time as 11:55 and battery level at 64%. The page header features the 'ORACLE PeopleSoft' logo. Below the logo are three input fields: 'User ID' with the text 'SCHEERAPARAMBIL', 'Password' with masked characters, and 'Select a Language' with a dropdown menu set to 'English'. A blue 'Sign In' button is located at the bottom of the form.</p>


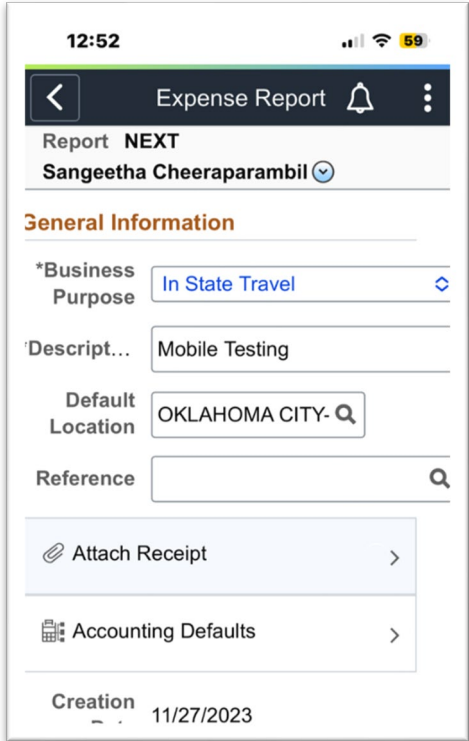




3. The **Employee Self Service** page displays the Expenses and Travel Authorizations options.

Select **Expenses**.



4. Select **Create Expense Report**.



<p>5.</p>	<p>Enter or select applicable fields for the following:</p> <ul style="list-style-type: none"> • Business Purpose. • Description.  <p>All fields with an asterisk (*) are required fields. The system will not allow you to save the Expense Report without entering values.</p>	
<p>6.</p>	<p>Default Location:</p>  <p>Select  to search and select the default location.</p> <p>Enter a partial description and select Search.</p> <p>Select the corresponding Expense Location from the Search Criteria.</p>  <p>The location description is divided into three parts: City-County-State. Confirm the first part that you select represents the city name, and ensure the proper location is selected.</p>	<p>Default Location <input type="text" value=""/></p> 

7.

Enter a partial description and then select **Search**

Select the corresponding **Expense Location** from the **Search Criteria**.

The location description is divided into three parts: City-County-State. Confirm the first part that you select represents the city name, and ensure the proper location is selected.

The screenshot shows a mobile application interface titled "Lookup". At the top, there is a "Cancel" button and the title "Lookup". Below the title, it says "Search for: Default Location". There are two sections: "Search Criteria" and "Search Results".

Search Criteria:

- SetID (begins with): 00000
- Expense Location (begins with):
- Description (begins with): Oklahoma

Buttons for "Search" and "Clear" are located below the search criteria.

Search Results:

3 rows

Expense Location	Description
32280	OKLAHOMA CITY-OKLAHOMA COUN-OK
32281	OKLAHOMA COUNTY-OKLAHOMA CO-OK
33757	OKLAHOMA-WESTMORELAND COUNT-PA

8. From the Expense Report Defaults page, select **Accounting Defaults** to populate the corresponding Accounting Details.


Enter accounting details with the following values:

GL ChartFields if not defaulted:

- GL Unit: Defaulted.
- Oper Unit.
- Fund Type.
- Department: **Defaulted.**
- Program.
- Class-Funding.
- Bud Ref.
- Sub Account.

Project ChartFields:

- PC Bus Unit.
- Project.
- Activity.
- Source Type.

 If you are unaware of your **Accounting Details**, please contact your supervisor or your budget analyst.

9. Expense Entry Errors for Accounting Details.

If you receive a similar error, there is a problem with the Accounting Details. Contact your supervisor for correct Accounting Details.

In-State Tolls - 12/06/2023

Expense Entry Errors

Correct the following errors prior to submission:

- Combo error for fields ACCOUNT/ PRODUCT/ PROJECT_ID/ OPERATING_UNIT in group PRJSUBOPER.

10. Select **Continue**.
The **Accounting Summary** displays. Select **Done**.

12:11

Cancel Expense Report Defaults Continue

Dept 8800108 Q

Program D0102 Q

Class-Funding 19101 Q

Bud Ref 23 Q

Sub-Account Q

CFDA# Q

ChartField 2 Q

Affiliate Q

Fund Affil Q

PC Bus Unit Q

Project Q

Activity Q

Source Type Q

Category Q

Subcategory Q

12:38

Cancel Expense Report Defaults Done

Description Mobile testing

Accounting Summary		1 row
1	GL Unit 09000 Fund Type 1000 / Class-Funding 19101 / Dept 8800108 / Bud Ref 23 / Program D0102 / Oper Unit IS009257	100 %

11. Select **Create Expense Report**.

12:39

Expense Report

Report 000000329
Sangeetha Cheeraparambil

General Information

*Business Purpose

*Description

Default Location

Reference

Attach Receipt >

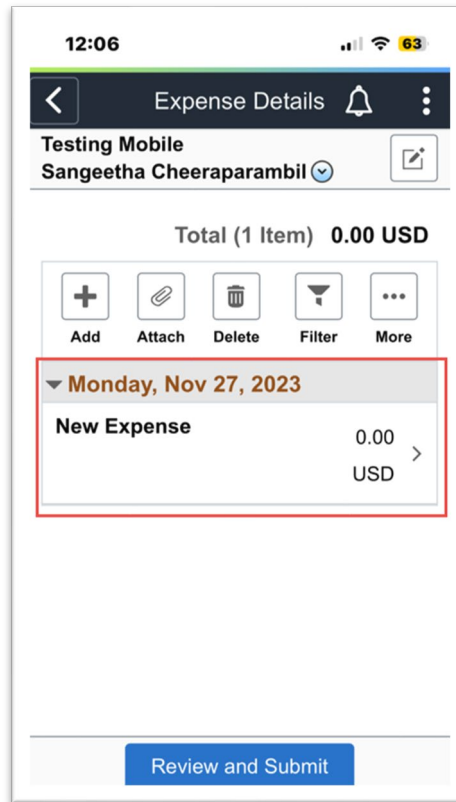
Accounting Defaults 1 >

Creation Date 12/06/2023
Sangeetha Cheeraparambil

Updated on 12/06/2023

Create Expense Report

12. Within the Expense Details page, select the **New Expense** box.



From the **Expense Entry** page, select the appropriate **Expense Type** and **Date** with respect to the travel dates on the reimbursement request.

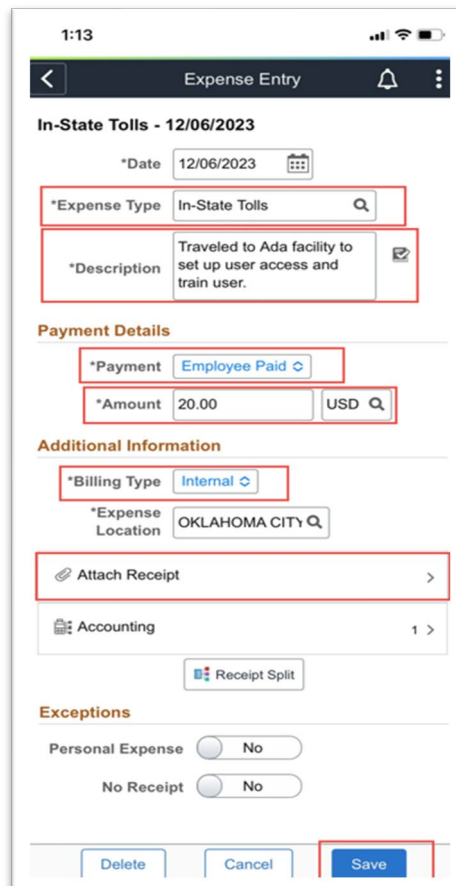
Provide sufficient detail in the description field, which will populate in any relevant details surrounding the expense.

A receipt can be attached to the corresponding expense. If you do not have a receipt, navigate to the bottom of the page and select **No Receipt** under **Exceptions**.

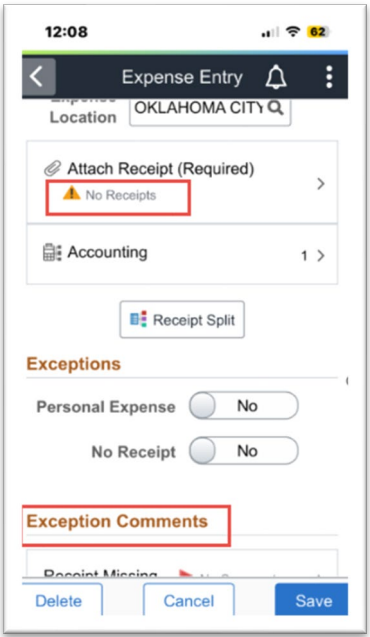
Select **Save**.



If you are unaware of the Additional Information fields, please contact your supervisor.

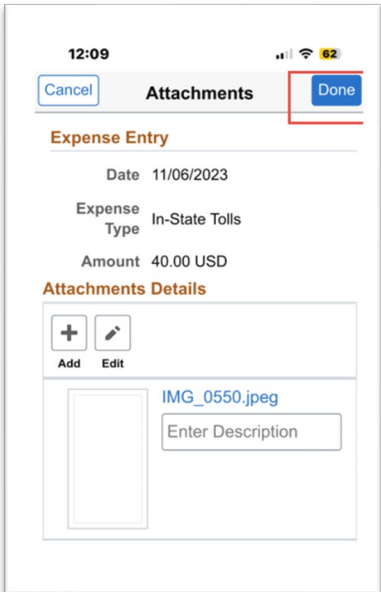
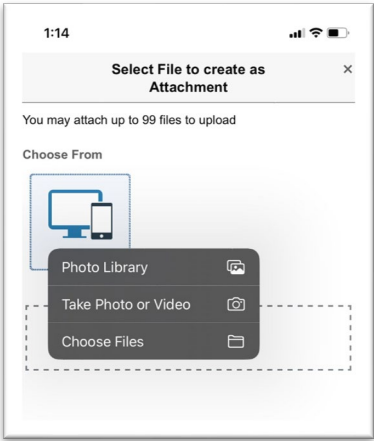


13. If you do not select an exception and don't attach a receipt, the **Exception Comments** will appear.

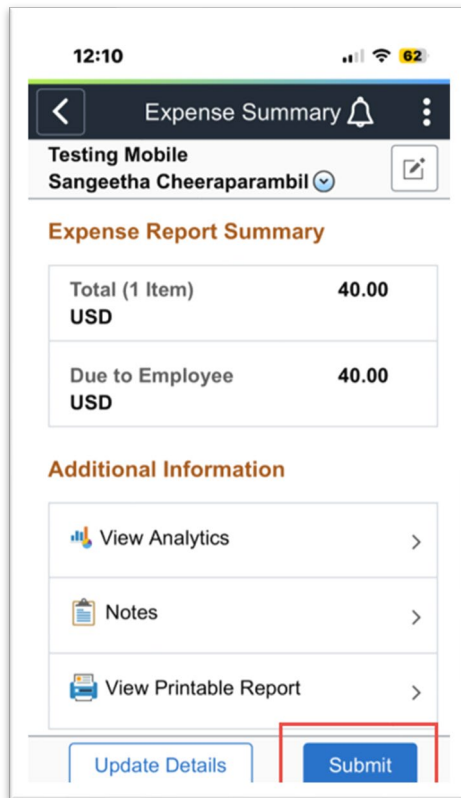
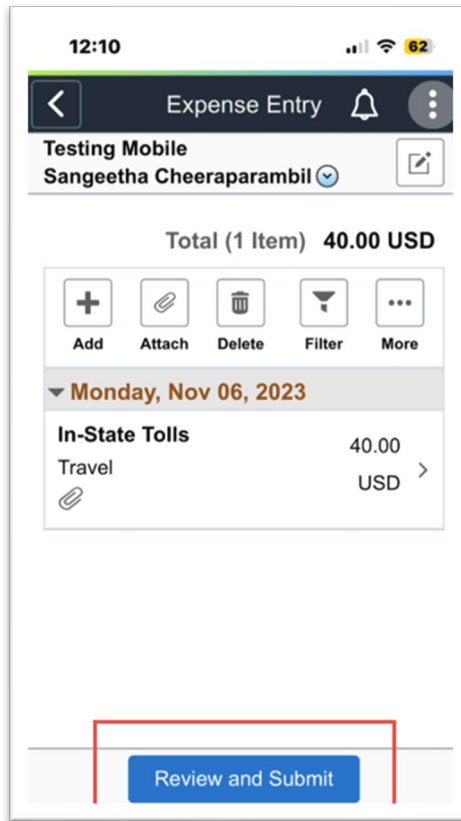


14. To attach a receipt, select **Attach Receipt** and select a file from your device.

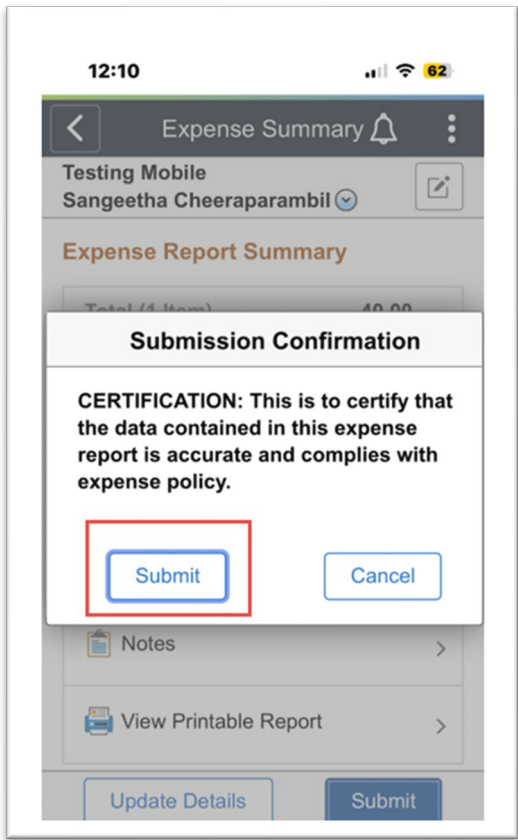
Select **Upload**, then **Done**.



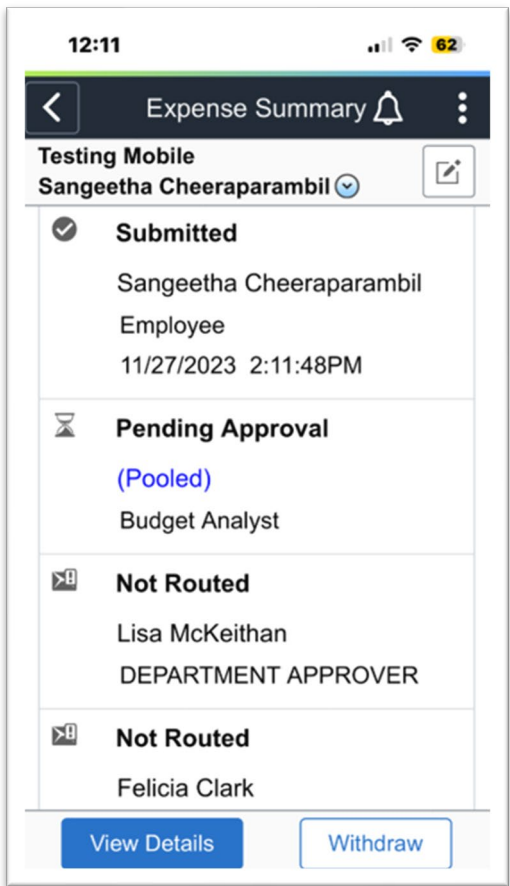
15. To send the Expense Report for Approval, select **Review and Submit**.



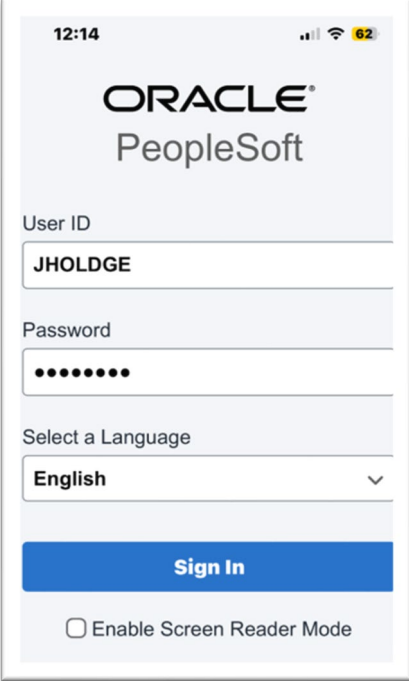

16. To certify the Expense Report and confirm submission for approval, select **Submit**.



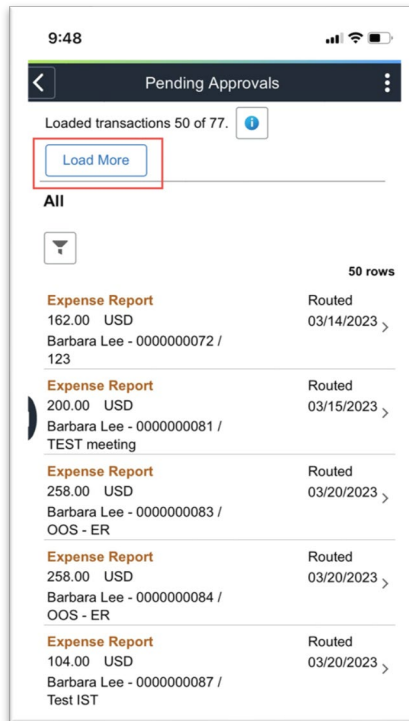
17. The Expense Report moves to the **Awaiting Approval** queue.



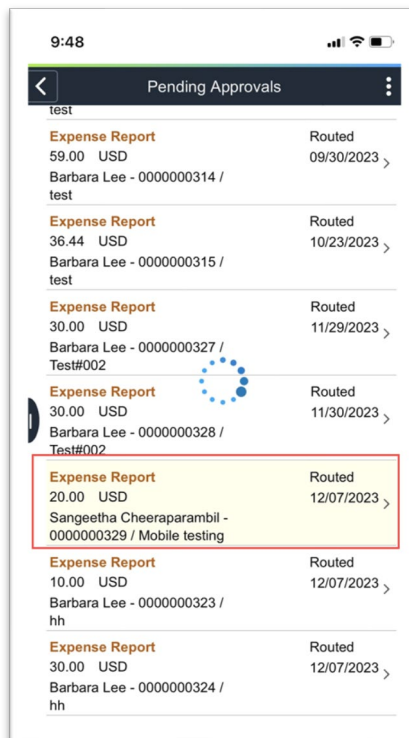
Expense Report Approval

<p>1.</p>	<p>Open this link in your mobile device browser.</p> <p>Save to your favorites.</p>	
<p>2.</p>	<p>From the Employee Self Service page, select Approvals.</p>	

3. You can view entries from the **Pending Approvals** page. Select **Load More** to view all.

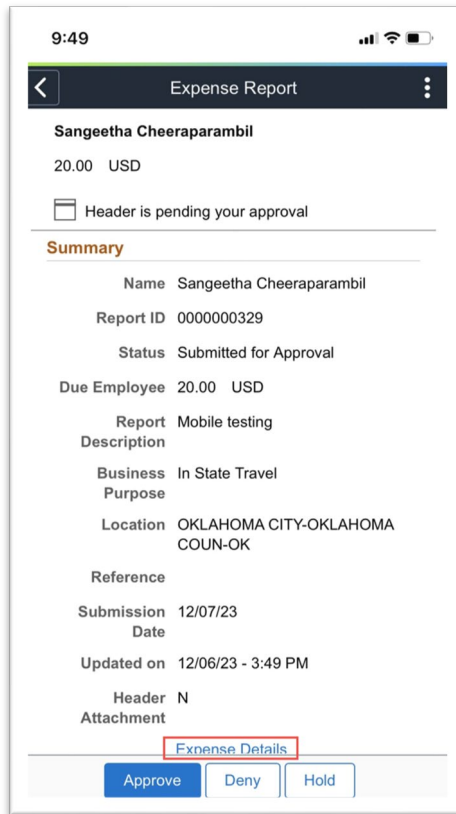


Select **Expense Report**.

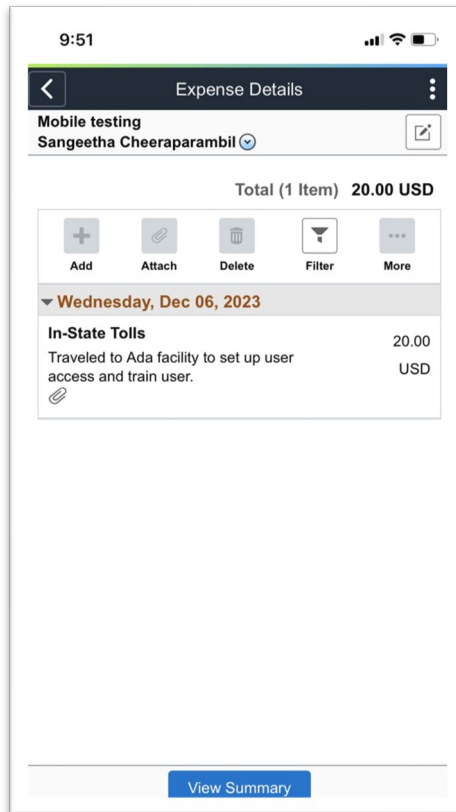


4. **View Expense Details.**

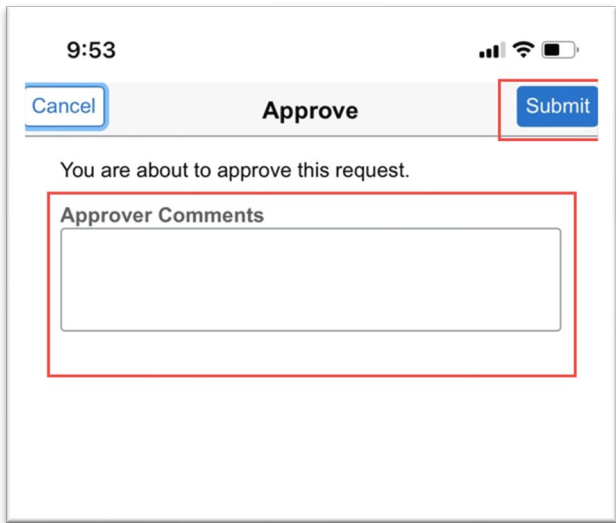
Then, select **Approve**, **Deny**, or **Hold**.



5. **The Expense Details displays.**



6. **Approve** Expense Report.
 Enter **Comments**, if any.
 Select **Submit**.



7. The approval process routes to the next level of approval in the chain.

