Create Expense Claim

**** More detailed training is available online by signing-in to PeopleSoft and navigating to Training Links > Financials Online Training.***

Step	Action
1.	Click the **Create Expense Report** Create Expense Report link on the Self-Service Menu. If you do not see this please contact your PeopleSoft Administrator and request the **ZEX_SELF_ENTRY** role.
2.	Click the **Select** button to choose **EXPENSES** template.
3.	**Expense Date** should be set to the date of the first Expense incurred. This date will default on each expense line. Click the **Date** button.
4.	Click the checkboxes that apply to your claim and **OK** Button.
5.	Enter information into the **Description** field. e.g. "**Reimbursement April 2012**".
6.	Enter information into the **Details** field. e.g. "**Affiliation - Research Team Lead Expenses**".
7.	To assign a default SpeedCode for the Expense Report lines click the **Accounting Defaults** link. Accounting Defaults
8.	The **Accounting Summary** is where the SpeedCode that will default through the *Expense Report* is specified. This page also allows the split of *Accounting* information. To add lines, click the **Add ChartField Line** button and enter appropriate**, Percentage** or **Amount**.
9.	Enter information into the **SpeedCode** field. e.g. "**TST02**". Press **[Tab]** and **OK** button
10.	Enter information into the **Amount Spent** field. e.g. "**24.95**". ***Note:*** *Book GST rebate is applied automatically*.
11.	Enter information into the **Description** field. e.g. "**Statistics Canada - Year Book 2011**".
12.	The **Accounting Detail** button opens the *Accounting Details* for each line. That allows changing default SpeedCode, entered on the Accounting Defaults page, to another SpeedCode. **Accounting Details** also allows the distribution of expense lines between more than one SpeedCode on line by line basis.
13.	If you selected Kilometers in step 4, click the **Mileage** tab. Choose a date, and enter the number of kilometers being claimed. Click the **Overview** tab to return to the main page.
14.	Repeat steps 9 to 13 for each expense type selected in step 4.
15.	Click the **Save** button.
16.	Click the **Print Detailed Report** link Print Detailed Report to review report for accuracy.
17.	Click the **Submit** button. **No changes can be made after the *Claim* has been submitted.** Click the **OK** button.
18.	Congratulations! You have now completed the training on how to create and submit a Expense Claim using navigation from the Self-Service Center.