

Expense

Enter through OneSource

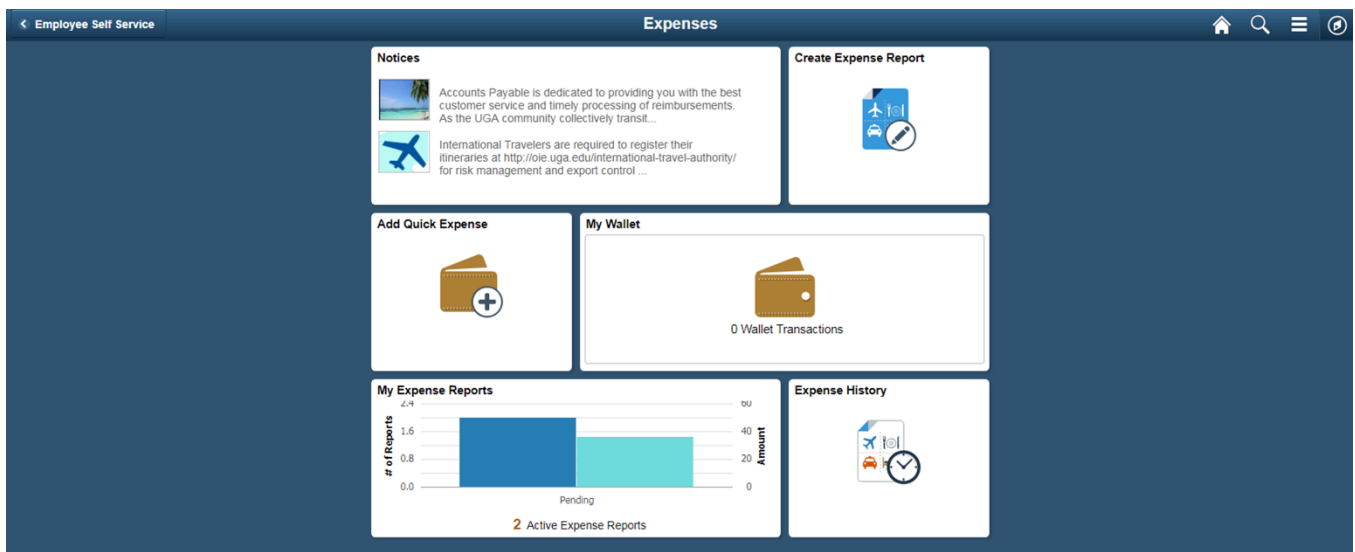
Below are the basic instructions, in a step-by-step format, for entering an expense reimbursement request through UGA's OneSource system.

1. Go to the OneSource website <https://onesource.uga.edu/> and login to the UGA Financial Management System. You will be asked to enter your Username and Password on the next page. If you have issues logging into the OneSource system, contact EITS <https://confluence.eits.uga.edu/display/HDSH>.

2. Once logged in you should see a page similar to the one below. You will begin your expense reimbursement request by clicking on the tile marked "Expenses".



3. Click on the tile marked "Create Expense Report".



4. The next screen is where you enter your basic over-all information about the expense.

- You will need to choose the correct option from the pull down menu for “Business Purpose”, which will be “Non Travel Reimbursement”.
- Type in a basic description of the item.
- Leave “Travel To” and “Reference” blank.
- Enter the “Accounting Tag” you will be using for the expense. (I have entered a pretend Acct Tag below for example purposes.)
- “Attach Receipt” on this page is used when you need to attach an overall document to the reimbursement. Example: You were asked to attach a proposal or quote.
- “Accounting Defaults” will not be used if you have put in the Accounting Tag. If you do not have the Accounting Tag, you may put in the Chart String number here for the account to be charged (or you may put it in on the individual expense list on the next screen).
- Once finished, click on “Add Expense”.

The screenshot shows the 'Expense Report' form with the following details:

- Header:** Expense Entry | Expense Report | Home | Search | Menu | Refresh
- Report Info:** Rep... 0100021332 Pending | Pamela Pontenberg | Update Details
- General Information:**
 - Business Purpose: Non Travel Reimbursement
 - Description: widgets
 - Travel To: [Empty]
 - Reference: [Empty]
 - Accounting Tag: 01RR1234567
- Attachments:**
 - Attach Receipt
 - Accounting Defaults
- Metadata:**
 - Creation Date: 10/17/2018 | Pamela Pontenberg
 - Updated on: 10/26/2018 | Pamela Pontenberg

5. This will be the next screen where you will enter the individual expenses for your reimbursement.

The screenshot shows the 'Expense Entry' form. On the left, a summary shows 'Total (1 Item) 0.00 USD' and a list of items for 'Tuesday, October 23, 2018', including 'O-Other Misc Expenses' and 'widgets' for 0.00 USD. The main form area is titled 'O-Other Misc Expenses - 10/23/2018' and contains the following fields:

- *Date: 10/23/2018
- *Expense Type: O-Other Misc Expenses
- *Description: widgets
- *Payment: Employee Paid
- *Amount: 42.56 USD
- Billing Type: Bill to Sponsor
- Attach Receipt (with a right arrow)
- Mileage Calculation (with a right arrow)
- Accounting (with a right arrow and '1 >')
- Receipt Split (with a plus icon)
- Direct Billed to UGA: No
- No Receipt: No

- Enter the “Date” of purchase.
- Use the pull down menu for the “Expense Type”
 - When you click on Expense Types, it will open a small window.
 - Select “All Types”. Then use the scroll bars to select.
 - You will more than likely be using, “O-Other Misc Expenses”.
- Enter a brief “Description”.
- “Payment” – select “Employee Paid” if it doesn’t appear automatically.
- Enter the “Amount” of the expense.
- Click on the “Attach Receipt” rectangle and follow that process to attach the corresponding receipt.
- Click on the “Accounting” rectangle.
 - If you entered an Accounting Tag, the chart string numbers for the account to be charged have been filled in for you. You will need to enter the “Bud Ref” only, which is the fiscal year to be charged.
 - If you didn’t enter an Accounting Tag, you will need to fill in the chart string numbers in the corresponding rectangles.
- Click “Save”.
- Click the “+” sign “Add” on the left hand side if you need to add another expense. And go through the process again for that expense.

8. Once all expenses for the reimbursement have been entered

- Click on "Review and Submit" in the upper right hand corner.
- Select "Submit" in the upper right hand corner.
- Complete your Electronic Signature
- And you are finally done!