

OSE Guide to OneSource

Non-Travel Reimbursements

There is a separate guide for entertainment reimbursements

**Contact: Laura Leachman, laura.leachman@uga.edu
or Jennifer Mathews, jtm@uga.edu**

Last Updated 11/01/2020

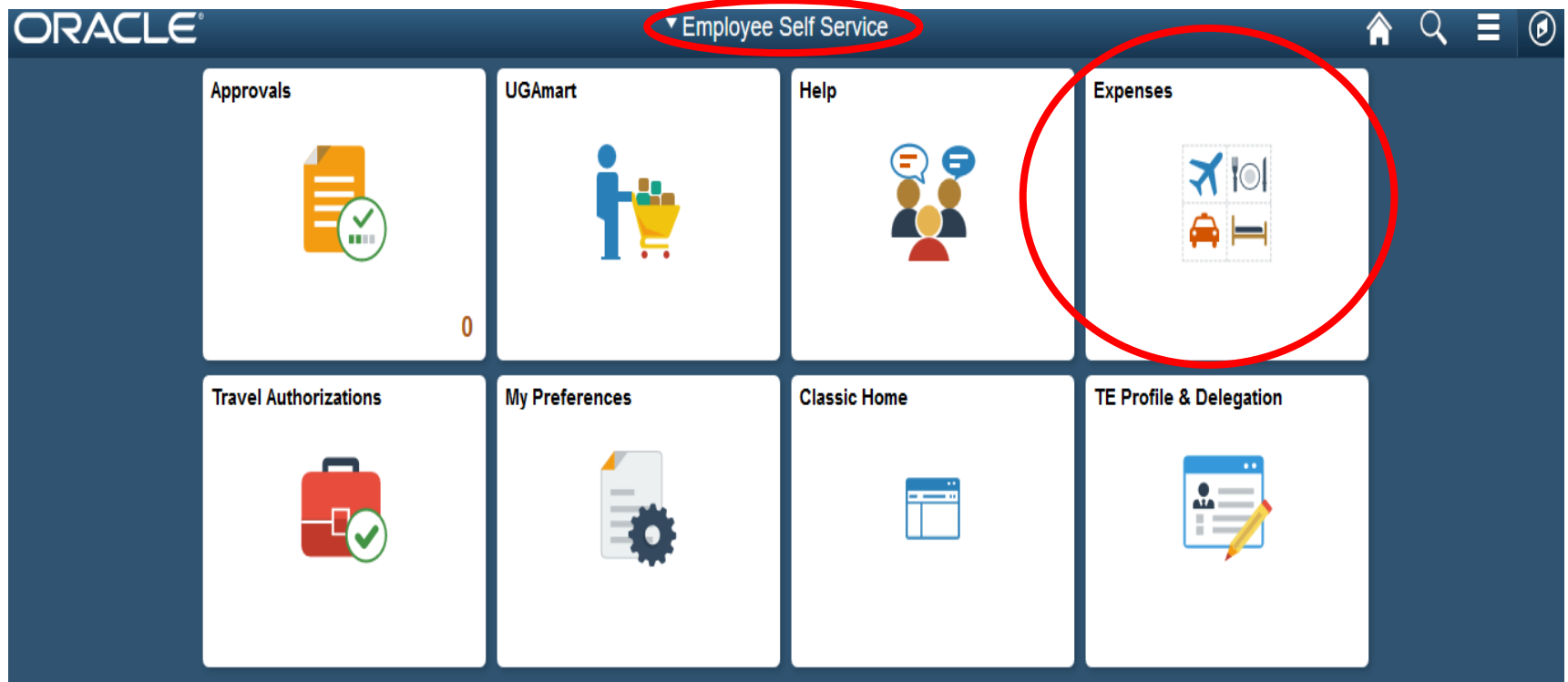
If this is your first time using OneSource, please see OSE Guide to Default Settings first.

TABLE OF CONTENTS

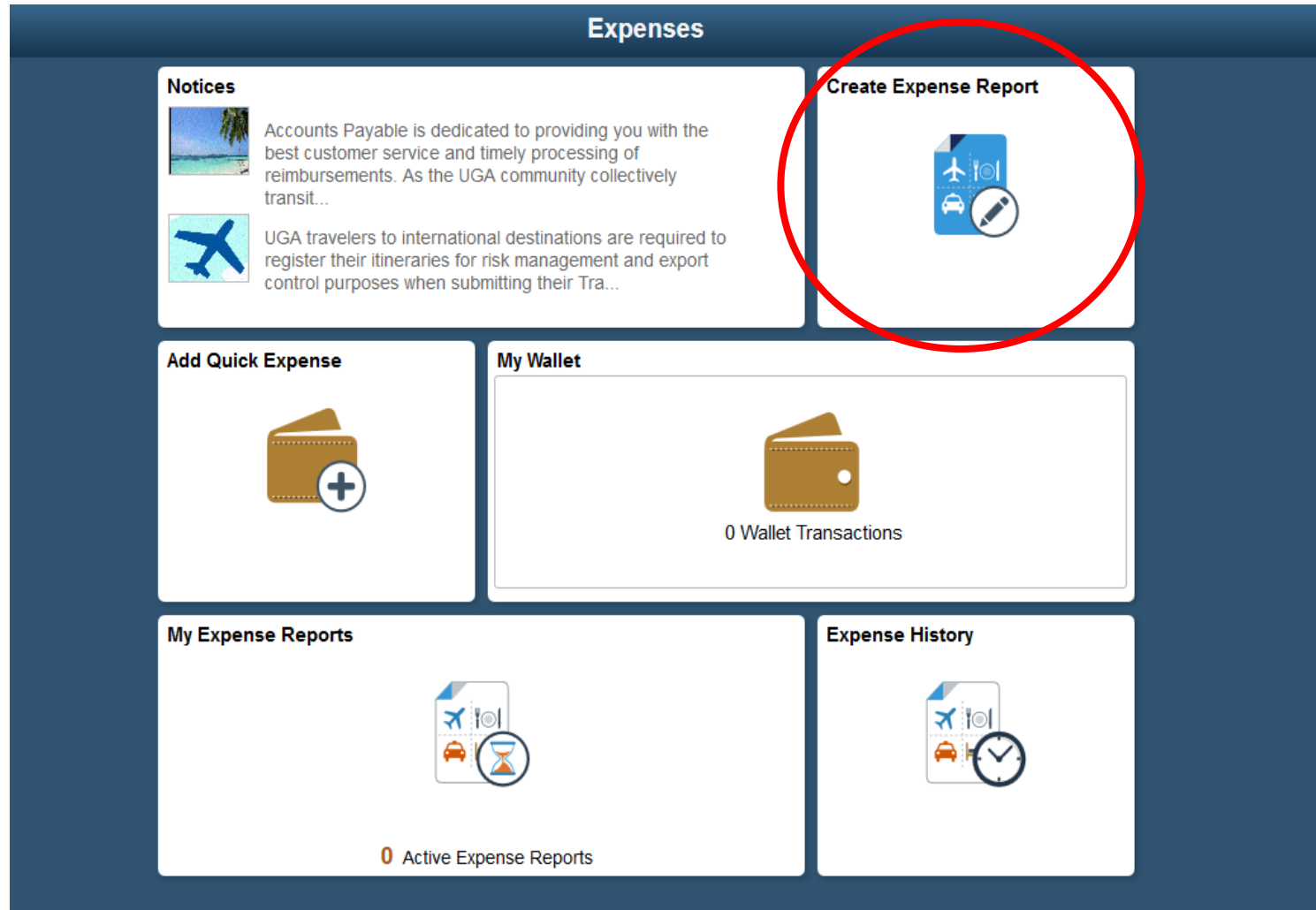
Section 1: Completing the General Information Section.....	page 3
Section 2: Adding Expenses.....	page 8
Section 3: Submitting Your Expense Report.....	page 14

SECTION 1:
COMPLETING THE GENERAL
INFORMATION SECTION

Log into financials.onesource.uga.edu using your my ID, password, and arch pass duo pass code/call/push notification. If you are accessing the website off campus you will also need to have a Cisco any-connect VPN installed on your computer. Once logged in, make sure the screen says **“Employee Self Service”** at the top, then click **“Expenses.”**



On the next screen click on **“Create Expense Report.”**



Your next screen should look like this, and is where you fill in the General Information about your purchase(s). Be sure you have scanned and saved your receipts to your desktop or other accessible file. Keep these on hand until your reimbursement is fully processed.

General Information

*Business Purpose

Non Travel Reimbursement

*Description

Travel To

Reference

Accounting Tag

Attach Receipt

Accounting Defaults

Creation Date

10/12/2018

Caitlin McDonald

Updated on

10/12/2018

Expense Details

No expenses have been entered.

- "Business purpose" should show Non Travel Reimbursement.
- "Description" should include what the reimbursement is for, including your speed type (e.g. "supplies for leaf experiment, 26XX000" or "bleach for lab cleaning, 26XX000").
- "Travel to" should not have anything entered. Ignore since this is NOT travel-related.
- "Reference" select the option that most accurately reflects your reimbursement. Commonly used ones will be Grant Research, Supplies, and Other Research.
- "Accounting Tag" (same as speed type)
- "Attach Receipt" - follow prompts to upload your receipt(s)
- "Accounting Defaults" - See below screen shot for example. Your chart string should have auto-filled when you entered your accounting tag, except for the budget reference. You **must** enter the budget reference or your request will be rejected. It should match the current fiscal year we are operating in (e.g., 2020, 2021, 2022, etc.). If you are unsure please email Laura Leachman at laura.leachman@uga.edu. After entering the date click "done" to return to the general information screen.

Accounting Details

GL ChartFields

Show All

%

*GL Unit

Bud Ref

Fund

+ -

100.00

18000

2020

10500

Budget Reference

Description

2020

2020

Here is what a completed “general information” screen looks like:

[Expense Entry](#)

Expense Report


[Home](#) [Search](#) [Menu](#) [Refresh](#)

Report 0100000402 Pending


Caitlin McDonald 


Update Details


General Information

*Business Purpose Non Travel Reimbursement 

*Description bleach for lab cleaning 26xx000

Travel To 

Reference MISCOTHER 

Accounting Tag 26AR003 

 Attach Receipt 

 Accounting Defaults 1 

Creation Date 07/03/2018 Caitlin McDonald

Updated on 07/03/2018 Caitlin McDonald

SECTION 2: ADDING EXPENSES

Click on the dropdown box next to "Expense Report Action". Choose the appropriate way to add your expenses.

Some employees may have added their expenses to their wallet already. If this is the case (and is very helpful for those on travel) then you can choose "Add from My Wallet" and it will pre-load the details of the expense for you.

Otherwise, choose "Add Expense Lines" and you will enter details of your expense on the next screen.

Expenses

Expense Report

Report NEXT

Amy Collett

General Information

*Business Purpose

In-State Travel

*Description

Travel To

Reference

Accounting Tag

Attach Receipt

Accounting Defaults

Creation Date 10/22/2020 Amy Collett

Updated on 10/22/2020

Expense Details

Expense Report Action

Add Expense Lines

Add from My Wallet

Your blank expense page should look like this:

Expense Report

Expense Entry

bleach for lab cleaning

Caitlin McDonald

Total (1 Item)

0.00

USD

Add

Delete

Filter

More

Tuesday, July 03, 2018

New Expense

0.00

USD

New Expense - 07/03/2018

Date

07/03/2018

Expense Type

Description

Payment

Amount

0.00

USD

Billing Type

Internal

Attach Receipt

Mileage Calculation

Accounting

1

"Date" should reflect the date of purchase on your receipt.

"Expense Type" - See next slide on changing this.

"Description" - include a description of the purchase including your speed type (e.g. bleach for lab, 26XX000").

"Payment" - Should ALWAYS show employee paid.

"Amount" - Fill in the amount on the corresponding receipt. If you are only requesting partial reimbursement please add a note about that in the description (e.g. partial reimb for bleach for lab, 26XX000").

"Merchant/Non-Preferred Merchant" - See next slide for information on this.


"Expense Location" - type in Headquarters

Click the green **"Save"** button in the top right. This process should be repeated for each separate receipt you have so that dated receipts are separated and total amount requested for reimbursement matches your documentation.

If you attached your receipt(s) on the previous page you do not need to do so here.

To choose an expense type, click the magnifying glass in the “Expense Type” box.

New Expense - 10/12/2018

*Date 10/12/2018 

*Expense Type 

When you first click on the “Expense Type” magnifying glass it will show you “Frequently Used” options. Click “All Types” then “Collapse All” to see the “supplies and other” category. From there select the option that most accurately reflects your expense.

Cancel Expense Type Search

Frequently Used **All Types**

*Display Option Expense Category

Search Expense Type »

Expand **Collapse All**

▼ Employee Domestic Travel 18 rows

Expense Type

- D-Air Travel
- D-Car Rental
- D-GA Meals High Cost Day Trip
- D-GA Meals High Cost Overnight
- D-GA Meals Regular Day Trip
- D-GA Meals Regular Overnight

Cancel Expense Type Search

Frequently Used **All Types**

*Display Option Expense Category

Search Expense Type »

Expand All | Collapse All

- ▶ Employee Domestic Travel
- ▶ Employee International Travel
- ▶ Entertainment
- ▶ Supplies and Other**

Cancel Expense Type Search

Frequently Used **All Types**

*Display Option Expense Category

Search Expense Type »

Expand All | Collapse All

- ▶ Employee Domestic Travel
- ▶ Employee International Travel
- ▶ Entertainment
- ▼ **Supplies and Other** 18 rows

Expense Type

- O-Instructional/Lab Supplies
- O-Licenses
- O-Membership
- O-Other Misc Expenses

Here is what a completed “expense” looks like:

Expense Report

Expense Entry

bleach for lab cleaning

Caitlin McDonald

Save

Review and Submit

Last Saved 07/03/2018 1:00PM

Total (1 Item) 16.85 USD

+

+

+

+

Add

Delete

Filter

More

Wednesday, June 20, 2018

O-Instructional/Lab Supplies

bleach

16.85

USD

*Date

06/20/2018

*Expense Type

O-Instructional/Lab Supplies

*Description

bleach for lab, 26XX000

*Payment

Employee Paid

*Amount

16.85

USD

*Billing Type

Internal

Attach Receipt

Mileage Calculation

Accounting

Receipt Split

Direct Billed to UGA

No

No Receipt

No

Special Note: All non-travel expense types will have an “O” in front of their description. This denotes it is an expense from the “Supplies and Other” category and not a travel category.

If you have multiple receipts click **“Add”** on the left side of the page and complete pages 10 & 11 again for the next expense. Continue until all receipts are added. All the expenses will show on the left hand side of the screen as you add them.

Expense Report

Expense Entry

bleach for lab cleaning

Caitlin McDonald

Save

Review and Submit

Last Saved 07/03/2018 1:41PM

Total (2 Items) 26.37 USD

+

✖

🔍

⋮

Add

Delete

Filter

More

Friday, June 22, 2018

O-Instructional/Lab Supplies

bleach spray

9.52

USD

Wednesday, June 20, 2018

O-Instructional/Lab Supplies

bleach

16.85

USD

O-Instructional/Lab Supplies - 06/22/2018

*Date

06/22/2018

*Expense Type

O-Instructional/Lab Supplies

*Description

bleach spray for lab, 26XX000

Payment Details

*Payment

Employee Paid

*Amount

9.52

USD

Additional Information

*Billing Type

Internal

Attach Receipt

>

Mileage Calculation

>

Accounting

1 >

Receipt Split

Exceptions

Direct Billed to UGA

No

SECTION 3:
SUBMITTING YOUR EXPENSE
REPORT

After you have entered details for all your receipts and are ready to submit, click **"Review and Submit"** in the upper right hand corner.

Expense Report

Expense Entry

bleach for lab cleaning

Caitlin McDonald

Save

Review and Submit

Last Saved: 07/03/2018 1:41PM

Total (2 Items) 26.37 USD

Add

Delete

Filter

More

Friday, June 22, 2018

O-Instructional/Lab Supplies 9.52 USD

bleach spray

Wednesday, June 20, 2018

O-Instructional/Lab Supplies 16.85 USD

bleach

O-Instructional/Lab Supplies - 06/22/2018

*Date 06/22/2018

*Expense Type O-Instructional/Lab Supplies

*Description bleach spray for lab, 26XX000

Payment Details

*Payment Employee Paid

*Amount 9.52 USD

Additional Information

Attach Receipt

Mileage Calculation

Accounting 1

Receipt Split


Exceptions


Direct Billed to UGA No

Your next screen should look like this.

- If you need to update any information on the “general information” screen, click the square icon next to the description (top left).
- If you need to look at/add another expense/receipt click the “Update Details” (top right).
- If you are 100% ready to submit, click "Submit" (top right). Once you submit, a box (see very bottom of this page) will pop up asking you to confirm your submission.

Expense Entry Expense Summary

bleach for lab cleaning 

Caitlin McDonald 

Update Details Submit

Last Saved: 07/03/2018 1:44 PM




Expense Report Summary

Total (2 Items)	26.37 USD
Due to Employee	26.37 USD

Approval Status

Report ID 0100000402	Pending
----------------------	---------

Additional Information

 View Analytics	>
 Notes	>
 View Printable Report	>

Congratulations! Your reimbursement is now under review. The Business Office will be in touch if further information is needed else you will receive automatic notification via email from the system of your reimbursement and deposit.

Submission Confirmation

source. If I have included mileage reimbursement, I have determined that a personal vehicle was the most advantageous form of travel and requested reimbursement for mileage at the corresponding rate.

Submit Cancel