

ADD AND/OR EDIT REPORT EXPENSE LINES

This guide provides information on adding and editing expenses in an expense report.

NAVIGATION

Access UF GO via ONE.UF, myUFL, or the SAP Concur mobile app

- **ONE.UF**: Log in to https://one.ufl.edu > Select **UF GO** under the Faculty/Staff section.
- myUFL: my.ufl.edu > My Self Service > UF GO Travel and PCard

LOGGING IN

- 1. Enter gatorlink@ufl.edu and click Next
- 2. Click Sign in with University of Florida SSO
- 3. Enter UF gatorlink and password

Note: If you are already signed-in to myUFL or other UF system, this step will automatically skip.

ADD EXPENSES TO REPORT

The following are the three ways to add expenses to a report.

AVAILABLE EXPENSES - MOVE TO OPTION

- Click the check box next to the expense line in the Available Expenses section
- 2. Click the Move to button
- 3. Select an existing report or the New Report option

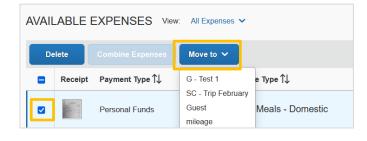
ADD EXPENSE WITHIN THE EXPENSE REPORT

ADD AVAILABLE EXPENSES

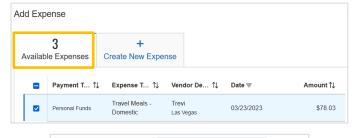
- 1. Click Add Expense
- 2. Select Available Expenses tab
- 3. Click check box of expense to add to the report
- 4. Click Add to Report

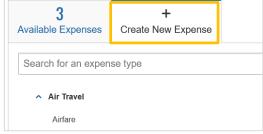
CREATE NEW EXPENSE

- 1. Click Add Expense
- 2. Select the Create New Expense Tab
- 3. Enter or Select Expense Type
- 4. Complete required fields
- 5. Click Save Expense













EDIT EXPENSE LINES

In each expense report, a user can edit, delete, copy, allocate, and move expense lines as needed.



- Edit: Edit the details in the expense detail screen
- Delete: Remove expense line from the report. The expense will return to the Available Expenses section
- Copy: Create an identical expense line as the original. Receipts would need to be attached to the copy expense
- Allocate: Enter a different Chartfield string for an expense line than the Report Header Chartfield string
- Combine: Merge two expense lines. Typically, this occurs between the estimated expense and the PCard/Air Card actual charge
- Move to: Select an expense line and move it to a different expense report

SINGLE EXPENSE

STEPS

- 1. Click on the checkbox
- 2. Select Edit
- Make necessary adjustment in the expense detail screen



MULTIPLE EXPENSES

STEPS

- 1. Click on the checkbox next to the expense lines you wish to edit
- 2. Select the desired action on the right
 - Edit for multiple lines will work only on shared fields for the selected expenses

V	Alerts ↑↓	Receipt ↑↓	Payment Type ↑↓	Expense Type ↑↓	Vendor Details ↑↓	Date =	Requested ↑↓
V	0	100 C 10	Personal Funds	Lodging Attendees (1)	Hampton Inn & Suites Miami, Florida	12/20/2022	\$100.00
V	A	Vie	Personal Funds	Food & Beverages - Dinner Attendees (6)	Pizza Palace	12/19/2022	\$102.00

FOR ADDITIONAL ASSISTANCE

Technical Issues

The UF Computing Help Desk 352-392-HELP helpdesk.ufl.edu

Travel Policies and Directives Travel Office 352-392-1241 travel@ufl.edu

PCard Policies & Questions PCard Team 352-392-1331 pcard@ufl.edu