Topics of discussion

• Getting Started
  • Creating, updating, and tracking a report

• Tips/Tools
  • Copying an existing report
  • Using the Expense Type Category shortcut
  • Utilizing Quick Fill
Topics of discussion

• Tips/Tools
  • Copying expense lines
  • Applying default funding
  • Notifying a traveler
  • Withdrawing a report
  • Exporting report details to excel
Topics of discussion

• Troubleshooting
  • Lodging Expense error
  • Turn off *Autocomplete*
  • Unable to approve
    • Accessing report to Approve
    • Valid Budget status
    • Accounting Date
Getting Started

• “Stops” in the workflow include:
  - Traveler (or delegate) – same “stop”
  - HR Supervisor
  - Department expense manager
  - College/Division expense manager (optional)
  - Grants & Contracts (if grant funded)
  - Pre-pay auditor (Procurement & Payment Services)
Getting Started

PeopleSoft (PS) Module

• Within PS **Finance**
• Requires Duo Authentication
• Expenses WorkCenter
Creating a Report

- Within the Expenses WorkCenter
- Create/Edit Report
- Create/Edit can be accessed by:
  - Traveler/employee
  - Delegate
- Click Add to begin the report
Creating a Report

Header info includes:

• Business purpose  (select from dropdown list)

• Destination Location
  • Use the lookup & select

• Report Description
Creating a Report

- Add a line for each expense incurred
- Available expense types are listed alphabetically
- Use one line & combine miscellaneous travel
Creating a Report

• One expense line per Lodging Receipt (will require that you document the number of nights)
• One expense line for **EACH DAY** of meals
  • Update start time first day & stop time last day
• One expense line for round trip mileage

<table>
<thead>
<tr>
<th>Date</th>
<th>Expense Type</th>
<th>Description</th>
<th>Payment Type</th>
<th>Amount</th>
<th>Currency</th>
</tr>
</thead>
<tbody>
<tr>
<td>04/14/2017</td>
<td>Lodging Out of State</td>
<td>lodging at conference</td>
<td>Employee Paid</td>
<td>2,000.00</td>
<td>USD</td>
</tr>
<tr>
<td>04/14/2017</td>
<td>Meals Out of State</td>
<td>lunch provided in registration</td>
<td>Employee Paid</td>
<td>64.00</td>
<td>USD</td>
</tr>
<tr>
<td>04/15/2017</td>
<td>Meals Out of State</td>
<td>lunch provided</td>
<td>Employee Paid</td>
<td>44.80</td>
<td>USD</td>
</tr>
</tbody>
</table>
Creating a Report

Lodging Expenses

• One expense line per receipt
• Enter number of nights stayed
• Merchant information
  • Always Non-Preferred
  • Name of merchant is required
  • May need to justify the cost (excess of per diem)
Creating a Report

Meal Expenses

• Meal lines will include a start and stop time
  • Update start time on 1st day and end time on last day of travel

• Per diem is based on a full day. Any meals not being claimed will simply be deducted.
Creating a Report

- A report number is assigned once the report is saved
- Can *Save for Later* and return to complete
- Confirm that amounts are correct & all supporting documentation is attached
- Once complete, go to *Summary and Submit*
  - Submission must be completed by the traveler
Creating a Report

To submit the report:

- On the Summary page, the **traveler** must:
  - Check the box certifying the accuracy and compliance of all expenses reported
  - Click the *Submit Expense Report*
- Greyed out till box is checked
- Is considered the digital signature of the traveler
Updating a Report

To update an existing report that *has not been submitted*

- Create/Edit Report
- Find an Existing Value
- Leave Criteria blank
- Click Search
Updating a Report

Submitted reports cannot be updated by the traveler/delegate unless:

• Report is withdrawn by the traveler
• Report is returned to the traveler
Tracking a Report

To locate a submitted report

- Review Report
- Search by criteria – or leave blank for all reports
Tracking a Report

Report opens on summary page

- Track progress on workflow bar
- Green checkmark on completed “stops”
- View approval history in details below the including Date/Time of the completed action

By checking this box, I certify the expenses submitted are accurate and comply with expense policy.

Submit Expense Report  Withdraw Expense Report  Submitted On 02/07/2018  Submitted By Janice Bakken

<table>
<thead>
<tr>
<th>Action</th>
<th>Role</th>
<th>Name</th>
<th>Date/Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Submitted</td>
<td>Employee</td>
<td>Janice Bakken</td>
<td>02/07/2018 1:09:00PM</td>
</tr>
<tr>
<td>Approved</td>
<td>HR Supervisor</td>
<td>Eileen Johnson</td>
<td>02/15/2018 1:22:32PM</td>
</tr>
</tbody>
</table>
Tips/Tools – Copy an Existing Report

Short cut in the Quick Start:

• Select An Existing Report

• Copies the information from a previous expense report

• Update the expense dates and other details
**Tips/Tools** – Copy an Existing Report

- A list of available reports is provided
- Narrow the search by using the date fields
**Tips/Tools – Copy an Existing Report**

- Click a report *ID number* to see the details that will be copied.
**Tips/Tools – Copy an Existing Report**

- Click *Select* to choose a report to copy
Tips/Tools – Copy an Existing Report

- **ALL** information from the selected report will be duplicated
- Update the header information
- Update the expense lines
  - Make sure to correct the date and all other pertinent details on each expense line
  - Remove any unnecessary expense lines
Tips/Tools – Expense Type Category

When entering expense lines

• Use the Expense Type Category icon to narrow selection.

• Example: *In State Travel*
Tips/Tools – Quick-Fill

Create all your expense lines at one time

- Select the **Quick-Fill**
- Enter the dates for your trip
**Tips/Tools – Quick-Fill**

- Scroll & select expense types
- Check the box in the *One Day* column for one line and *All Days* column for multiple lines – one line for each day of travel
Tips/Tools – Quick-Fill

- Results
Tips/Tools – Copy Expense Lines

Duplicate previous expense line
• Must have at least one expense line entered
• Choose from Actions drop down list
**Tips/Tools – Copy Expense Lines**

- **Select** _Copy Expense Lines_
- **Click** _GO_
- **Select** Expense line to copy and date(s) to copy to
**Tips/Tools – Default Funding for Report**

Enter/Update funding for entire report
- Must have at least one expense line entered
- Choose from *Actions* drop down list

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**Modify Expense Report**

*Eileen Johnson*

- **Business Purpose:** Meeting
- **Report Description:** TEST REPORT
- **Report Number:** 0000030200 Pending
- **Default Location:**  
- **Expenses:**
  - **Date:** 10/02/2018
  - **Expense Type:** Meals In State Taxable (Same Day)
  - **Description:** [254 characters remaining]
  - **Payment Type:** Employee Paid
  - **Amount:** 10.50 USD

**Actions:**
- Choose an Action
  - Adjustment Cash Advance
  - Apply/View Cash Advance(s)
  - Associate Travel Authorization
  - Copy Expense Lines
  - Default Accounting For Report
  - Expense Report Project Summary
  - Export to Excel
  - User Defaults
Tips/Tools – Default Funding for Report

- Select **Default Accounting For Report**
- Click **GO**
- May add additional lines
Tips/Tools – Default Funding for Report

- Each line is based on the percentage of the funding
**Tips/Tools – Using the Notify Button**

As a delegate, upon completion of the report, notify the traveler the report is ready to submit.
Tips/Tools – Using the Notify Button

• Clicking **Notify** opens an email template
• Enter the recipient’s email address
  • a lookup is available
• Enter a subject
• Leave the Template as is (contains link)
• Enter a detailed message
  • CC to yourself is recommended
Tips/Tools – Using the Notify Button

• **BE CAREFUL** *Notify* is available in Create/Edit and in Review

• Sent from **Create/Edit Report** recipient **can** edit and submit when accessing from the embedded link

• Sent from **Review Report** recipient **cannot** update or submit when accessing from the link
Tips/Tools – Using the Notify Button

• Create/Edit Report

• Review Report
Tips/Tools – Withdrawing a Report

To Withdraw a report

• Select *Review Report* from Expenses WorkCenter

• Use *Realtime Search* tab

• Leave criteria blank to search all reports

• Narrow search by one or more selected criteria
Tips/Tools – Withdrawing a Report

• Select report from list of available reports
  • All reports will show – those that have passed the HR supervisor stop cannot be withdrawn – button is greyed out
  • Click *Withdraw Expense Report*
**Tips/Tools – Exporting to Excel**

Export report details to an Excel Spreadsheet

- From these menu options:
  - Create/Entry
  - Review Report
  - Review Expense History
- Search and select a report
Tips/Tools – Exporting to Excel

- Choose an Action
  - *Export to Excel*
- Click the spreadsheet icon

![Image of Export to Excel interface](image-url)
Tips/Tools – Exporting to Excel

- Reports details download to an Excel spreadsheet

<table>
<thead>
<tr>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
<th>F</th>
<th>G</th>
<th>H</th>
<th>I</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Expense Date</td>
<td>Expense Type</td>
<td>Description</td>
<td>Amount Spent</td>
<td>Currency</td>
<td>Payment Type</td>
<td>Description</td>
<td>Billing Type</td>
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<tr>
<td>2</td>
<td>10/4/2017</td>
<td>Lodging In State</td>
<td>Lodging In State</td>
<td>81.9</td>
<td>USD</td>
<td>Employee Paid</td>
<td>Employee Paid</td>
<td>General</td>
</tr>
<tr>
<td>3</td>
<td>10/4/2017</td>
<td>MealsInState (Overnight)</td>
<td>MealsInState (Overnight)</td>
<td>17.5</td>
<td>USD</td>
<td>Employee Paid</td>
<td>Employee Paid</td>
<td>General</td>
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<tr>
<td>4</td>
<td>10/4/2017</td>
<td>Mileage In State</td>
<td>Mileage In State</td>
<td>262.15</td>
<td>USD</td>
<td>Employee Paid</td>
<td>Employee Paid</td>
<td>General</td>
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</table>

<table>
<thead>
<tr>
<th>J</th>
<th>K</th>
<th>L</th>
<th>M</th>
<th>N</th>
<th>O</th>
<th>P</th>
<th>Q</th>
<th>R</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>Description</td>
<td>Non-Reimb</td>
<td>No Receipt</td>
<td>Location</td>
<td>Originating Location</td>
<td>Preferred Merchant</td>
<td>Non-Preferred Merchant</td>
<td>Ticket Number</td>
</tr>
<tr>
<td>2</td>
<td>Document Imaging Steering Committee meeting</td>
<td>N</td>
<td>N</td>
<td>BISMARCK</td>
<td>GRAND FORKS</td>
<td>Ramada</td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>3</td>
<td>No breakfast or lunch - not claiming meals on 10-5. lunch was provided that day.</td>
<td>N</td>
<td>N</td>
<td>BISMARCK</td>
<td>GRAND FORKS</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>round trip Grand Forks to Bismarck back to Hatton. 275 + 215</td>
<td>N</td>
<td>N</td>
<td>BISMARCK</td>
<td>GRAND FORKS</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>S</th>
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<tbody>
<tr>
<td>1</td>
<td>Transportation ID</td>
<td>Miles</td>
<td>Rate</td>
<td>Passengers</td>
<td>Originating Location</td>
<td>Per Diem Range</td>
<td>Amount Spent</td>
<td>Currency</td>
<td>Amount Spent</td>
<td>Currency</td>
<td>Exchange Rate</td>
<td>Dft</td>
<td>Reimburse Amt</td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td></td>
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<td></td>
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<td>81.9</td>
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<td>USD</td>
<td>1</td>
<td></td>
<td></td>
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<tr>
<td>4</td>
<td>CINST</td>
<td>490</td>
<td>0.535</td>
<td></td>
<td></td>
<td></td>
<td>262.15</td>
<td>USD</td>
<td>262.15</td>
<td>USD</td>
<td>1</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Troubleshooting – Lodging Expense

Lodging Expenses

• Red Flags
• Red Triangle
Troubleshooting – Lodging Expense

Lodging Expenses

• Click Red Triangle
• Justification for exceeding the authorized amount
Troubleshooting – Autocomplete

Default Location is changing

• Default location in the header or on subsequent expense lines is changing to another state

• May change to the first alphabetical option
Troubleshooting – Autocomplete

• To avoid, turn off the Autocomplete in your profile

• Click the NavBar Icon (upper right corner)

• Click Navigator

• Scroll down to My Preferences
Troubleshooting – Autocomplete

• Expand *Navigation Personalizations*

• Set *Autocomplete* to “No”
Troubleshooting – Approving a Report

• Approve buttons is greyed out
  • How is the approver accessing the report?
  • From the email link?
  • We recommend logging into the WorkCenter to access Approve Transactions
Troubleshooting – Approving a Report

• Within the Expenses WorkCenter
• Select Approve Transactions
• View the list of transactions requiring your approval
Troubleshooting – Approving a Report

• View the list of transactions requiring your approval

<table>
<thead>
<tr>
<th>Risk</th>
<th>Transaction Type</th>
<th>Total</th>
<th>Unit</th>
<th>Name</th>
<th>Employee ID</th>
<th>Description</th>
<th>Transaction ID</th>
<th>Date Submitted</th>
<th>Status</th>
<th>Role</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Expense Report</td>
<td>588.80</td>
<td>USD</td>
<td></td>
<td>7011669</td>
<td>American College of Surgeons</td>
<td>0000031732</td>
<td>11/08/2018</td>
<td>Approvals in Process</td>
<td>Pre Pay Auditor</td>
</tr>
<tr>
<td></td>
<td>Expense Report</td>
<td>699.73</td>
<td>USD</td>
<td></td>
<td>7009735</td>
<td>October Travel</td>
<td>0000031793</td>
<td>10/25/2018</td>
<td>Approvals in Process</td>
<td>Pre Pay Auditor</td>
</tr>
</tbody>
</table>

• Double click a report to select and approve
Troubleshooting – Approving a Report

• Report must have a valid budget status to approve

• Budget checking process runs three times a day (7:15 am, 11:15 am, and 3:15 pm)
Troubleshooting – Approving a Report

• Not Budget Checked

![Image showing a form with Business Purpose: Conference, Description: AAMC Meeting Expenses, Reference: *Accounting Date: 11/16/2018, Budget Status: Not Budget Checked, and Approve button greyed out.]

• Approve button greyed out
Troubleshooting – Approving a Report

• Error in Budget Check

• Approve button greyed out
Troubleshooting – Approving a Report

• Error – Review expense details funding
  • Correct the funding error
  • Or return to have the traveler/delegate correct the error

![Image of a report with budget status error]
Troubleshooting – Approving a Report

- Accounting date is in a previous month
- Defaults to date submitted
Troubleshooting – Approving a Report

• Accounting date highlighted

<table>
<thead>
<tr>
<th>Business Purpose</th>
<th>Report</th>
<th>Submitted for Approval</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description</td>
<td>0000027074</td>
<td></td>
</tr>
<tr>
<td>Reference</td>
<td></td>
<td></td>
</tr>
<tr>
<td>*Accounting Date</td>
<td>08/10/2018</td>
<td>08/10/2018 Kim Dickman</td>
</tr>
<tr>
<td>Budget Status</td>
<td>Valid</td>
<td>Manage Options</td>
</tr>
<tr>
<td>Accounting Template</td>
<td>STANDARD</td>
<td>Manage Accounting Options</td>
</tr>
</tbody>
</table>

• Change accounting date to current date
• Report will need to be budget checked again
Troubleshooting – Approving a Report

• Option 1
  • Save changes

• Budget check will run at scheduled time

• Report can then be approved
Troubleshooting – Approving a Report

• Option 2
  • Process a budget check

- Accounting Date: 11/28/2018
- Budget Status: Not Budget Checked

- Budget Options

- Commitment Control Details
  - Source Transaction Type: Expense Sheet
  - Budget Checking Header Status: Not Budget Checked
  - Commitment Control Amount Type: Encumbrance
  - Commitment Control Tran ID: 0009625683
  - Commitment Control Tran Date: 08/10/2018

- Budget Check

- Go to Transaction Exceptions
  - OK
  - Cancel

- Go To Activity Log
Troubleshooting – Approving a Report

• Click OK

• Budget check process will run

• Updated status will be displayed
Questions???
Thank you for coming and have a great week!