Topics of discussion

• Understanding the workflow
• Getting Started
  • Creating, updating, and tracking a report
• Tips/Tools
  • Copying an existing report
  • Using the Expense Type Category shortcut
Topics of discussion

• Tips/Tools
  • Utilizing *Quick Fill*
  • 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
Understanding the workflow

• “ 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)
Understanding the workflow

- **Workflow impact of corrections**
  - Report enters the approval workflow AFTER the traveler submits the report
  - Any change within the approval process and the report needs to be returned to start the workflow over
Getting Started

PeopleSoft (PS) Finance Module

- Login found:
  - INFO FOR
  - FACULTY & STAFF

Campus Services
Getting Started

PeopleSoft (PS) Finance Module

- FINANCIAL SERVICES home page

Quick Links

<table>
<thead>
<tr>
<th>General Info</th>
<th>Logins</th>
</tr>
</thead>
<tbody>
<tr>
<td>Directory</td>
<td>Access Request Help</td>
</tr>
<tr>
<td>Calendar</td>
<td>Campus Solutions Report site</td>
</tr>
<tr>
<td>Contract Signature Authorization</td>
<td>Departmental Receipt Info</td>
</tr>
<tr>
<td>Fiscal Year End Info</td>
<td>iDashboards</td>
</tr>
<tr>
<td>Identity Theft/Fraud</td>
<td>Perceptive Content (web access)</td>
</tr>
<tr>
<td>Tax Information/DUNS</td>
<td>Submit a PS Finance Help Ticket</td>
</tr>
</tbody>
</table>
Getting Started

PeopleSoft (PS) Module

- 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
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)

Defaults from Profile
Pulls in from information entered in header
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

Amount Due to Employee 361.55 USD

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

Submit Expense Report
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

• Reminder – delegate does not receive an email when a report is returned
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
Tracking a Report

Review Report only to view

- Cannot edit/make changes when in Review Report
- Traveler cannot submit from Review Report

Notifications from Review Report will put recipient into Review Report NOT Create/Edit

Accessed from WorkCenter

Accessed from email notification
**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.

```
Expense Report Detail

Report Description  NDUS Docment Imaging Strg Cmte
Business Purpose    Meeting
Reference

<table>
<thead>
<tr>
<th>Description</th>
<th>Merchant</th>
<th>Amount</th>
<th>Currency</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mileage In State</td>
<td></td>
<td>234.35 USD</td>
<td></td>
</tr>
<tr>
<td>MealsInStateTaxable (Same Day)</td>
<td></td>
<td>28.00 USD</td>
<td></td>
</tr>
</tbody>
</table>

Total Expenses 262.35 USD
```
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 *(Attachments are not duplicated - new attachments for new report)*

• 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

<table>
<thead>
<tr>
<th>*Date</th>
<th>*Expense Type</th>
</tr>
</thead>
</table>

**Quick-Fill**

Enter the date range you want applied to the expenses you will be adding to the report. Then choose the expense types and whether you want to add one instance of the expense type or have an entry of that expense type for each day within the date range.

**Date Range**

From 11/01/2018 To 11/05/2018

**Add Expense Types:**

<table>
<thead>
<tr>
<th>One Day</th>
<th>All Days</th>
<th>Expense Type</th>
</tr>
</thead>
</table>
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
**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

---

**Expense Report**

**Accounting Defaults**

**Accounting Summary**

<table>
<thead>
<tr>
<th>%</th>
<th>*GL Unit</th>
<th>Fund</th>
<th>Dept</th>
<th>Program</th>
<th>Class</th>
<th>PC Bus Unit</th>
<th>Project</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>100.00</td>
<td>UND01</td>
<td>31400</td>
<td>3130</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

---

**Add ChartField Line**  **Load Defaults**  **User Defaults**

**OK**

---

**Return to Search**  **Notify**  **Previous tab**  **Next tab**  **Refresh**

---

**UNDiversity of North Dakota**
**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
## 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>
</tr>
<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>
</tr>
<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>
</tr>
</tbody>
</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>
</tr>
</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></td>
<td></td>
<td></td>
<td>Ramada</td>
<td></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></td>
<td></td>
<td>BISMARCK</td>
<td>GRAND FORKS</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></td>
<td></td>
<td>BISMARCK</td>
<td>GRAND FORKS</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>S</th>
<th>T</th>
<th>U</th>
<th>V</th>
<th>W</th>
<th>X</th>
<th>Y</th>
<th>Z</th>
<th>AA</th>
<th>AB</th>
<th>AC</th>
<th>AD</th>
<th>AE</th>
<th>AF</th>
</tr>
</thead>
<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>Dftt</td>
<td>Reimburse Amt</td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>81.9</td>
<td>USD</td>
<td>81.9</td>
<td>USD</td>
<td>1</td>
<td>Y</td>
<td>81.9</td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>17.5</td>
<td>USD</td>
<td>17.5</td>
<td>USD</td>
<td>1</td>
<td>Y</td>
<td>17.5</td>
</tr>
<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>Y</td>
<td>262.15</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)

• 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>588.60</td>
<td>USD</td>
<td></td>
<td>7011869</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>689.73</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

- Business Purpose: Conference
- Description: AAMC Meeting Expenses
- Reference
- *Accounting Date: 11/16/2018
- Budget Status: Not Budget Checked

• Approve button greyed out

[Diagram showing budget status and options]
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
**Troubleshooting – Approving a Report**

- Accounting date is in a previous month
- Defaults to date submitted

<table>
<thead>
<tr>
<th>Business Purpose</th>
<th>Employee Non-Travel</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description</td>
<td>lab supplies</td>
</tr>
<tr>
<td>Reference</td>
<td></td>
</tr>
<tr>
<td>Accounting Date</td>
<td>08/10/2018</td>
</tr>
<tr>
<td>Budget Status</td>
<td>Valid</td>
</tr>
</tbody>
</table>

**Report**
- 0000027074
- Submitted for Approval
- Created: 08/10/2018 by Kim Dickman
- Last Updated: 11/28/2018 by Eileen Johnson
- Accounting Template: STANDARD

**Action**
- Submitted

<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>Elizabeth DeMontigny</td>
<td>08/10/2018 1:53:03PM</td>
</tr>
</tbody>
</table>

**Budget Options**
- Budget Checking completed. Report is ready for Approval/Posting.
Troubleshooting – Approving a Report

• Accounting date highlighted

• 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

• Click Budget Options
• Select Budget Check
Troubleshooting – Approving a Report

• Click OK

• Budget check process will run
• Updated status will be displayed
Questions???

CONFUSION
You're not making any sense at all.
Thank you for coming and have a great week!