



NDUS Core Technology Services

Financial Systems

Travel and Expense User Guide

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Creating an Expense Report

Login at: <https://adminsyst.ndus.edu/psp/hefp/?cmd=login>

1. Navigation: **Expense WorkCenter > Links > Expense Report > Create/Edit Report**
 - a. The employee's **Empl ID** should default. If adding an expense report on behalf of another user, select his/her **Empl ID** from the magnifying glass.
 - b. Click the **Add** button.
2. A blank **Create Expense Report** opens. The **Quick Start...Populate From** drop down menu in the upper right hand corner provides additional options like populate from **A Existing Report**. Populating from an existing report allows a user to bring in the data from an existing report. This data can be updated as needed to create a new expense report.
3. **Business Purpose**: Select the appropriate Business Purpose from drop down menu.
4. **Default Location**: enter the location where the expenses were incurred. The **Default Location** field indicates where the travel took place. The default location will appear on each expense line where applicable and can be changed throughout the expense report entry process. This field is not required, but aids in reducing data entry on the expense type lines.
 - a. Start typing the city in the **Default Location** field or click the magnifying glass to search by **Description**, which is the city.
 - b. When the exact location is not found, search for the county.
 - i. For example, Pullman, WA is in Whitman County so location code C9000 would be used.
 - c. If the County is not listed, use the STANDARD CONUS PER DIEM RATE, location code A0492.
5. **Report Description**: Enter a summary for the expense report in the Report Description field.

Create Expense Report Save for Later Summary and Submit

*Business Purpose: Training Quick Start: ...Populate From GO

*Report Description: PeopleSoft Training Default Location: FARGO Attachments

Reference:

Expenses Expand All Collapse All Add | My Wallet (0) | Quick-Fill Total: 0.00 USD

*Date	*Expense Type	Description	*Payment Type	*Amount	*Currency
<input type="text"/>	<input type="text"/>	<input type="text"/> <small>254 characters remaining</small>	<input type="text"/>	0.00	USD

Expand All Collapse All Total: 0.00 USD

Expenses section

There are two methods of **Expense Type** entry: Enter the individual **Expense Type** lines separately or use the **Quick-Fill** option.

The **Quick-Fill** option allows you to enter the date range you want applied to the expenses you will be reporting. 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. The instructions below will demonstrate how to enter the expense types individually.

Expense Type Entry

- The recommended order for entering expense types is as follows: Meals, Mileage, Lodging, Airfare, Miscellaneous Travel (Baggage, Taxi, etc.) Registration Fees, Other. This order will assist approver and auditors as they review expense reports.

- Date:** Enter the Date the expense occurred.

Create Expense Report

Save for Later | Summary and Submit

Actions ...Choose an Action **GO**

*Business Purpose Training Default Location FARGO

*Report Description PeopleSoft Training Attachments

Reference

Expenses

Expand All | Collapse All Add: | My Wallet (0) | Quick-Fill

*Date	*Expense Type	*Description	*Payment Type	*Amount	*Currency
02/20/2017	Meals In State	Meals - Lunch Provided	Employee Paid	24.50	USD

*Billing Type: General

*Originating Location: GRAND FORKS

*Location: FARGO

*Start Time (HH:MI): 6:00AM *End Time (HH:MI): 6:00PM

Accounting Details

Amount	*GL Unit	Monetary Amount	Currency Code	Exchange Rate	Account	Fund	Dept	Program	Class	PC Bus Unit
24.50	SITS1	24.50	USD	1.00000000	521020	20001	0052			

232 characters remaining

Receipt Split

Per Diem Deductions

Default Rate

Non-Reimbursable

No Receipt

*Exchange Rate: 1.00000000

Base Currency Amount: 24.50 USD

02/20/2017

Lodging In State

Lodging for one night

Employee Paid

90.50

USD

*Billing Type: General

*Originating Location: GRAND FORKS

*Location: FARGO

*Number of Nights: 1

*Merchant: Preferred Non-Preferred

Holiday Inn

Accounting Details

233 characters remaining

Receipt Split

Itemize Hotel Bill

Default Rate

Non-Reimbursable

No Receipt

*Exchange Rate: 1.00000000

Base Currency Amount: 90.50 USD

Expand All | Collapse All

Total 115.00 USD

7. **Expense Type:** Select an Expense Type from the drop down menu or by utilizing the Expense Type Category option to the right of that field.
8. **Description:** Enter a Description for the expense line. This detail shows on the budget transaction detail report.
9. **Payment Type:** If not already defaulted, select *Employee Paid* in the Payment Type field.
10. **Amount:** Enter the Amount (the amount will automatically populate for Meals)
 - a. Click the **Per Diem Deductions** link to deduct meals not claimed.
11. Select the **No Receipt** box if there is no receipt for an **Expense Type** that requires a receipt (lodging, airfare, taxi, etc.) A No Receipt Exception Comment will need to be entered if this box is checked.
12. **Originating Location:** Select the Originating Location where the travel began. The **Originating Location** will default from the user profile page, if entered.
13. **Location:** Select the Location where the expense was incurred. The Location will default from the **Default Location** if entered in **step 4**. This location is used to calculate per diems, verify mileage and lodging claims.
 - a. When the exact location is not found, search for the county.
 - i. For example, Pullman, WA is in Whitman County so location code C9000 would be used.
 - b. If the County is not listed, use the STANDARD CONUS PER DIEM RATE, location code A0492.
14. **Merchant:** the Merchant field will not populate on all Expense Types, but will on most.
 - a. **Currently, we do not use Preferred. Non-Preferred** should be the defaulted option.
 - b. Input the Merchant name of the Expense Type chosen. Example: Walmart for Office Suppliers or Holiday Inn for Lodging.
15. Additional fields will populate below the **Location** field based on the **Expense Type** that was chosen above in **step 7**.
 - a. Air/Hotel Expense Types
 - i. Enter the **Ticket Number** for Airfare Expense Types.
 - ii. Enter the **Number of Nights** the lodging expense covers.
 - iii. If the total amount for lodging exceeds the lodging rate for the location, an explanation will need to be provided stating why.
 - b. Mileage Expense Types
 - i. Enter/Verify **CINST** in the **Transportation ID** (Transportation ID may be different depending on the campus).
 - ii. Enter the **Miles** traveled when using a personal vehicle
 - iii. Repeat for each day as needed.

- iv. **Receipt Split** – not currently used.
- c. Per Diem Expense Types
 - i. Click the **Per Diem Deductions** link to deduct meals not claimed. Check the appropriate box(es) in the Deduction Flag column to reduce the per diem for meals not claimed. (The Per Diem Deductions link calculates the per diem amount).
 - ii. Enter the **Start Time** and **End Time**. (The Start and End Time does not calculate the per diem amount).
 - iii. Repeat for each day as needed.
 - iv. Quarters for Meal per diems are as followed:
 1. **First quarter** shall be from six (6) a.m. to twelve (12) noon. No reimbursement may be made if travel begins after seven (7) a.m.
 2. **Second quarter** shall be from twelve (12) noon to six (6) p.m. (No reimbursement will be made for this quarter if travel begins after one (1) p.m. or ends prior to twelve (12) noon.)
 3. **Third quarter** shall be from six (6) p.m. to twelve (12) midnight. (No reimbursement will be made for this quarter if travel begins after seven (7) p.m. or ends prior to six (6) p.m.)
 4. **Fourth quarter** shall be from twelve (12) midnight to six (6) a.m. (This quarter pertains to claiming lodging expense.)
- d. **Lodging, Mileage and Per Diem rates are maintained by CTS and the rates are based on the date associated with that Expense Type. Changes/updates will also be maintained by CTS. We have added 15% to the lodging rates to cover taxes, etc.**

16. **Accounting Details:** *If needed*, click on the arrow ► to the left to expand and edit the chartfields for the expense type line. Changing the Accounting Detail on the Expense Type only changes the current Expense Type, not the whole expense report.

- a. Update the chartfields as needed. Click the plus button to the right to add lines as needed to add multiple funding sources to the expense type line.
- b. Alternatively, use the **Actions...Choose an Action** drop down in the upper right hand corner and select **Default Accounting for Report**.
 - i. Verify and/or enter the chartfields that will be utilized for the Expense Report.
 - ii. Click the OK button to return to the Expense Report Entry page.

17. **Attachments:** The **Attachments** link is located at the header level of the Expense Report and at line level. The attachments link looks like a paper clip icon on the line level. It is up to each campus to determine if the attachments should be at the header or line level or both.

18. **Save for Later** or **Summary and Submit** (upper right hand corner of Expense Report)
- a. Click the **Save for Later** link to save the expense report without submitting for approval. A Report ID will be created so that the expense report can be modified later. There must be at least one expense type entered to Save for Later.
 - b. Click the **Summary and Submit** link if the expense report is ready for approval.

- i. Check the “By checking this box, I certify the expenses submitted are accurate and comply with expense policy” and click the **Submit Expense Report** button.
 - ii. Verify the **Totals** section, the **Amount Due to Employee** is the amount submitted for employee reimbursement.
 - iii. Click the OK button.

- 19. Once the expense report is submitted for approval, an email is sent to the employees’ HR Supervisor for approval. The expense report will also be put into a batch for budget checking. The batch budget checking process runs every 15 minutes starting at 7:05am and runs Monday through Friday.
 - a. **Note** the expense report cannot be approved until the budget status is Valid.

- 20. An expense report can be withdrawn by the employee or the delegated enterer as long as the HR Supervisor has not made any changes and/or approvals to the report.
 - a. Navigation: **Expense WorkCenter > Links > Expense Report > Review Report**.
 - b. Search for the **Report ID**.
 - c. Click on the **Withdraw Expense Report** button. This will put the expense report back into a Pending status and remove it from the HR Supervisor’s approval list.
 - i. If the expense report cannot be withdrawn, it will need to be sent back by the approver that currently has it in their approval list.
 - d. To make adjustments to that expense report, navigate to the **Create/Edit Report** link and search for that expense report. Make the necessary adjustments and resubmit by clicking on the **Summary and Submit** link.

- 21. **Expense Report** links
 - a. **Create/Edit Report**: Create and/or edit an expense report. If an expense report has been sent back for revision, withdrawn or has not been submitted, the report is considered to be in a “Pending” status. If the report is in a “Pending” status, the report is only accessible through this link to be edited and/or submitted.
 - b. **Delete Report**: Delete an expense report. An expense report can only be deleted if it is in a “Pending” status. You can delete an expense report if you have not submitted it for approval. If it has been submitted, you can still delete it if the approver returns it for modifications or if the status is Denied. The employee and their delegate will have access to delete an expense report through this link.
 - c. **Print Report**: Print an expense report. An expense report can printed at any time, regardless of the Report Status. The employee and their delegate will have access to print an expense report through this link.
 - d. **Review Report**: Review all current and past expense reports. A report with a “Pending” status is not editable through this link. Depending on the action that needs to take place, the **Create/Edit Report** or **Delete Report** link will need to be used. The employee or their delegate will have access to print an expense report through this link.
 - e. **Review Expense History**: Review all expense reports that have a “Paid” status. The employee and their delegate will have access to review expense history through this link.

Manual Workflow Notification (optional)

A Notify button is available in the lower left corner of the expense report. This can be utilized to send notifications manually. Example: If there is a delegate set up to enter on behalf of an employee, but policy indicates that the employee must submit their own reimbursement, the delegate can use the Notify button to send an Email or Worklist notification to that employee letting them know that the expense report is ready to be submitted for approval.

1. The **Send Notification** page enables users to notify the person who needs to take action on the notification.

The screenshot shows a web interface titled "Workflow Notification" with a sub-header "Send Notification". Below the header are several icons: a globe, a person, a refresh symbol, a gear, and a mail icon. The main content area contains instructions: "Type names or email addresses in the To, CC, or BCC fields, using a semi-colon as a separator. Click LOOKUP RECIPIENT to search for a name. Click DELIVERY OPTIONS to view or change the method of the send." The form is divided into sections: "Notification Details" (To, CC, BCC, Priority, Subject), "Lookup Recipient" (with a "RichText" checkbox), and "Message" (with a template preview showing "Priority: %NotificationPriority" and "Date Sent: 2017-05-22"). The "Subject" field is highlighted with a red box and contains the placeholder text "<Enter Subject here>". At the bottom, there are three buttons: "OK", "Cancel", and "Apply".

2. Click the **Lookup Recipient** link to access the **Lookup Address** page. Enter the first few characters of a recipient's last name and click **Search** to see a list of people that match the search.
3. **Deliver Options** consist of check boxes that are populated, based on the delivery options defined in the recipient's user profile. The **Worklist** check box is unavailable with external email addresses.

4. Users can identify the priority level for the notification and the subject or description of the notification. **DON'T FORGET TO ADD A SUBJECT**
5. The **Template** Text field is based on a predefined notification template and cannot be edited. Users can add text to the **Message** field.

Users may receive workflow notifications through email or worklists. When users receive an email notification, it may include a link to the PeopleSoft system where necessary work will be performed.