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# Attaching Documentation to Travel and Expense Transactions in PeopleSoft Financials

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## **Overview**

The PeopleSoft Financials **Travel and Expense** module provides a mechanism for encumbering funds for travel, paying cash advances for travel, and reimbursing employees for travel and non-travel expenses.

This document will provide information on how to upload and view supporting documentation for the following **Travel and Expense** module transactions:

- **Travel Authorization**
- **Expense Report**

Supporting documentation is a key component of a Travel Authorization and Expense Report. Together, the documentation and Travel Authorization and Expense Report create a complete picture of the transaction.

The documentation functionality that has been implemented in PeopleSoft Financials utilizes the OnBase system to attach/view supporting documentation right from PeopleSoft Financials.

Having all of the information (Travel Authorization and Expense Report transactions and supporting documentation) together in one spot that is accessible from anywhere with internet access allows for:

- Expedited and more informed approval and completion of the transactions.
- Easier access to supporting documentation as future questions arise about the transactions.

## Requirements

### **Guidelines for when to attach documentation to Travel Authorizations and Expense Reports:**

Starting with **FY18** transactions, it is now **required** to use the OnBase documentation functionality in PeopleSoft Financials for **all transactions** where the functionality is available.

The documentation functionality in Travel and Expenses goes live on **1/7/18**. Any new transactions after this date require documentation to be uploaded. Departments do not have to go back to previous transactions and upload documentation but are welcome to do so.

### **Types of Documentation to Upload:**

- **Travel Authorization**
  - Travel Estimates
  - Travel Approvals
  - Reservations
  - Any other documentation that supports the transaction that is available pre-travel
    - Agendas
    - Conference Brochures
- **Expense Report**
  - Exhibit J (if a travel transaction)
  - Receipts
  - Agendas

PeopleSoft and OnBase are the systems of record so you **do not** need to keep the paper copies as long as they have been uploaded to OnBase.

### **Time Frame:**

Documentation should be available for review by the approver **prior** to applying their approval. As such, documentation should be uploaded once the Travel Authorization or Expense Report is submitted and before it is approved.

At times, additional documentation may become available after the transaction is approved. In these cases, documentation can continue to be added even after it is approved and completed.

## Documentation Upload Process

This section will detail how to upload supporting documentation.

Documentation can be uploaded from the following PeopleSoft Financials pages:




- **Travel Authorization Documentation**
  - Create/Modify Page
  - View Page

- Approval Page
- Also available on all Cash Advance pages
- **Expense Report Documentation**
  - Create/Modify Page
  - View Page
  - Approval Page

The process for uploading is the same from all pages. The upload process is the same as the other documentation processes that exist in PeopleSoft Financials.

**Note:** Documentation can be added to a Travel Authorization or an Expense Report at any point **once an ID has been assigned**. If the ID still says “NEXT” and you click the “Documentation” button, you will receive an error that states that the transaction “must be saved before supporting documentation can be added to OnBase.”

### Upload Process:

1. Create a new Travel Authorization or Expense Report
  - a. Click [here](#) for steps on creating/processing a Travel Authorization or Expense Report.
2. Obtain an ID number by clicking “Save for Later” at the bottom of the screen.
3. Click the “Documentation” button at the top right of the screen. This will take you to OnBase where you will be able to upload the appropriate documentation. See location of buttons above.
4. An OnBase window will open.
  - a. In the new window, you will see a message that says “No folders found” shown in the upper left part of the window. This means that no documents have been uploaded for the current transaction.
  - b. **Note:** If a new window doesn’t open or it appears that nothing happened, check your browser’s pop-up blocker. See the [Web Browser Information](#) section below for assistance.
5. In the new OnBase window, click the image with a green arrow  that is located at the top of the window to be taken to the upload page.
6. On the upload page, click “Browse” or “Choose File” (depending on your browser) to select the file that you would like to upload. You can also drag and drop file(s) from computer into the window.
  - a. This will add the document(s) to a queue waiting to be uploaded and will display a preview.
  - b. You can add up to 5 documents to the queue.
7. You do not need to select anything in any of the other fields (Document Types, File Type, Document Date, and Keywords) as these are inferred for you.
8. After you have queued up the documents to upload for this transaction, select the file you want to upload.
9. Click the Import button  in the bottom left to upload the document into OnBase.
  - a. OnBase will display an “Imported Successfully” message next to the document in the queue after it is successfully uploaded.
10. If other documents are in the queue, select the next document and follow the same process until all documents have been uploaded successfully.
11. Once all of your documents have been uploaded, you can:
  - a. Click the folder icon  at the top of the window to view the documents that were uploaded, OR
  - b. Return to PeopleSoft by clicking the green arrow at the top of the window or clicking the x in the upper right. This will close the OnBase window.

## Viewing Uploaded Documentation

You can view the documentation from the same buttons in PeopleSoft Financials that you can upload from (see screenshots below):

- **Travel Authorization**
  - Create/Modify Page
  - View Page
  - Approval Page
  - Also available on all Cash Advance pages
- **Expense Report**
  - Create/Modify Page
  - View Page
  - Approval Page

To view the documents, simply click the “Documentation” button on the appropriate page. If documents have been uploaded for that transaction, they will be displayed in the new window that pops up.

You can also view documents once you’ve finished uploading by clicking the folder icon in the OnBase window. See step 11 above.

## Viewing Related Documentation

When viewing documentation for a Travel Authorization or Expense Report, if documentation has been uploaded for the related transaction, links to the related documents will be available under the related folder section (see screenshot 5). Double-clicking the related folder will open up that documentation.

Shown below is what related documentation can be accessed from each primary documentation:

- **Travel Authorization**
  - Related Documentation:
    - Expense Report
- **Expense Report**
  - Related Documentation:
    - Travel Authorization
    - Exception Request
      - If an Exception Request Number has been associated with the Expense Report

## Deleting/Removing Documentation

At this time, users are unable to delete/remove attachments once they’re uploaded to OnBase.

If the wrong attachment is uploaded for a transaction, contact [Ask-FAS@nau.edu](mailto:Ask-FAS@nau.edu) to have the attachments removed. You will then need to upload the correct attachments for the transaction.

- When contacting [Ask-FAS@nau.edu](mailto:Ask-FAS@nau.edu), please provide the Travel Authorization ID or Expense Report ID as well as identifying information about the documents you need deleted.

If you have any questions on this process, please contact [Ask-FAS@nau.edu](mailto:Ask-FAS@nau.edu).

## Process Screenshots

**Screenshot 1:** View of **Travel Authorization Create/Modify** page in PeopleSoft Financials showing Travel Authorization ID number and Documentation button. The **View** and **Approval** pages look very similar.

|                             |                               |                                   |                               |
|-----------------------------|-------------------------------|-----------------------------------|-------------------------------|
| <b>Travel Authorization</b> |                               | <b>Travel Authorization Entry</b> |                               |
| Eric Nelson                 | <a href="#">User Defaults</a> | Authorization ID: 0000002225      | <a href="#">Documentation</a> |
| <b>General Information</b>  |                               |                                   |                               |
| *Description:               | Conference in Some State      | Comment:                          | These are comments            |
| *Business Purpose:          | Conference                    |                                   |                               |
| Status:                     | Pending                       | Last Updated:                     | 12/07/2017 By:                |

Note how this Travel Authorization has an ID # and doesn't say NEXT. Documents can't be uploaded while the ID is NEXT.

Click here to go to OnBase to view/upload documentation.

**Screenshot 2:** View of **Cash Advance Create/Modify** page in PeopleSoft Financials showing Cash Advance ID number and Documentation button. The **View** and **Approval** pages look very similar.

|  |                               |   |                               |
|--|-------------------------------|---|-------------------------------|
| <b>Travel &amp; Expenses - Cash Advance Report</b> |                               | <b>Modify Cash Advance Report</b>           |                               |
| Eric Nelson  | <a href="#">User Defaults</a> | Advance ID: 0000002191                      | <a href="#">Documentation</a> |
|  |                               | Related Travel Authorization ID: 0000002224 |                               |
| <b>General Information</b>                         |                               |   |                               |
| *Description:                                      | A Description                 | Comment:                                    | These are some comments       |
| *Business Purpose:                                 | Athletic Recruitment          |   |                               |
| Status:  | Pending                       | Reference:                                  |                               |

Note how this Cash Advance has an ID # and doesn't say NEXT. Documents for related Travel Authorization can't be viewed/uploaded while the ID is NEXT.

Click here to go to OnBase to view/upload documentation.

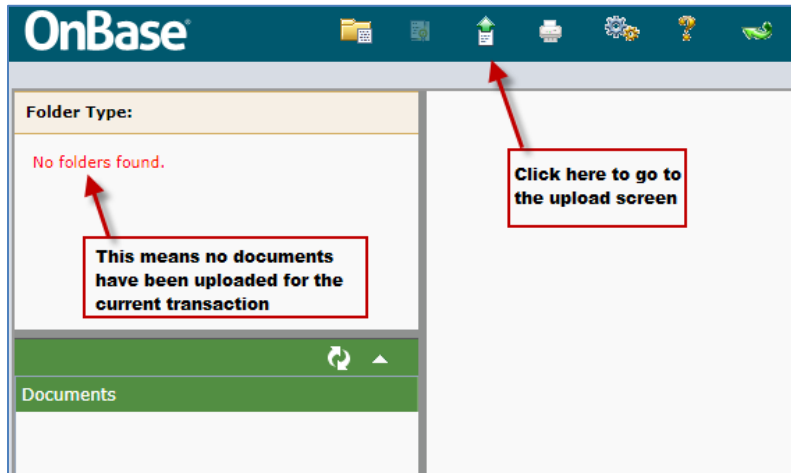
**Screenshot 3:** View of **Expense Report Create/Modify** page in PeopleSoft Financials showing Expense Report ID number and Documentation button. The **View** and **Approval** pages look very similar.

|                            |                               |                             |                               |
|----------------------------|-------------------------------|-----------------------------|-------------------------------|
| <b>Expense Report</b>      |                               | <b>Expense Report Entry</b> |                               |
| Eric Nelson                | <a href="#">User Defaults</a> | Report ID: 0000057896       | <a href="#">Documentation</a> |
| <b>General Information</b> |                               |                             |                               |
| *Description:              | This is a description         | Comment:                    | Enter comments here           |
| *Business Purpose:         | Conference                    |                             |                               |
| Status:                    | Pending                       | Reference:                  |                               |

Note how this Expense Report has an ID # and doesn't say NEXT. Documents can't be uploaded while the DD is NEXT.

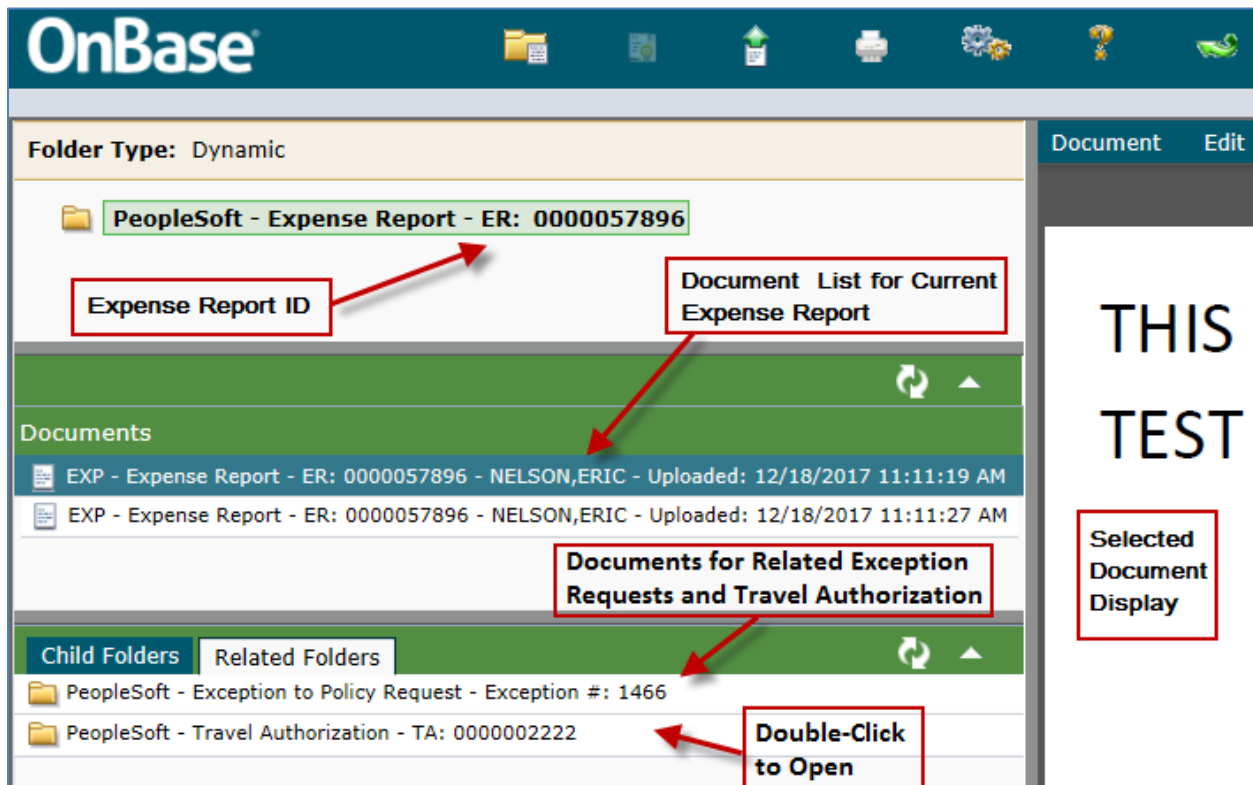
Click here to go to OnBase to view/upload documentation.

**Screenshot 4:** View of OnBase screen that is opened by clicking the “Documentation” button in PeopleSoft Financials (with no previous documents having been uploaded).

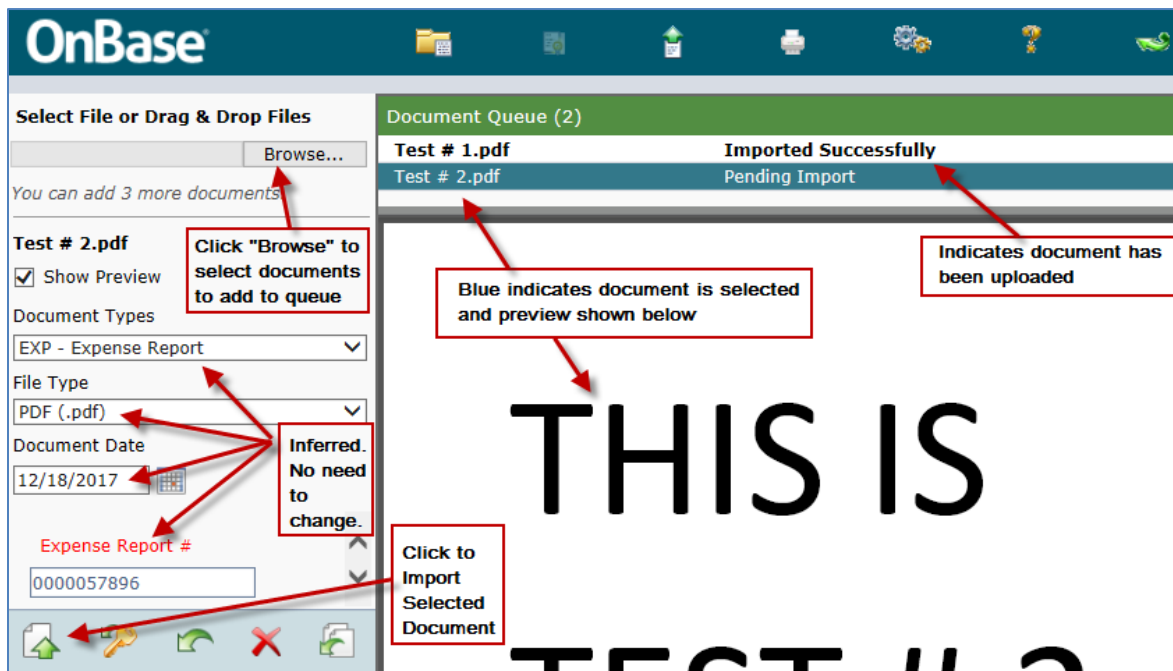


The rest of the screenshots show Expense Report documentation. The process is the same for Travel Authorization. The only difference would be the document names showing Travel Authorization instead of Expense Report.

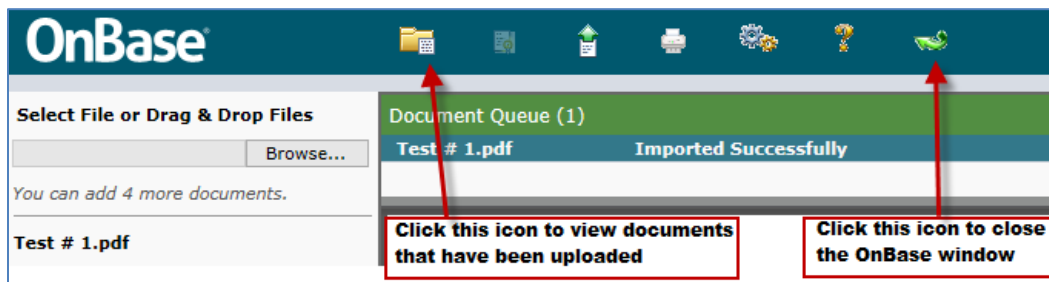
**Screenshot 5:** This shows how the main OnBase screen will look after documents have been uploaded. It also shows how related documents will appear (if they exist).



**Screenshot 6:** This is the upload screen showing how to select, queue, and upload documents.



**Screenshot 7:** This shows how to return to view uploaded documents after you have finished uploading or close the OnBase window.



## Web Browser Information

### Browser Versions

OnBase will work with most recent versions of major browsers (including Chrome, Edge, Firefox, Internet Explorer, and Safari).

**Safari Note:** Safari may at times become unsupported as Apple makes upgrades and OnBase has not yet validated it. Check the document below for exact Safari version support. If your version of Safari is not supported, Mac users should use Chrome or Firefox.

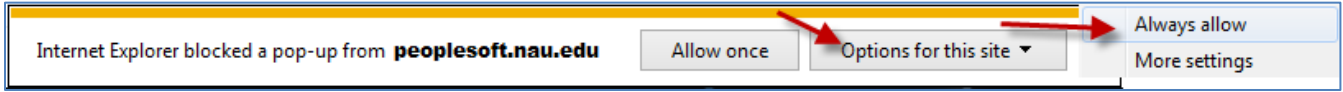
For specific browser versions that are currently supported, click [here](#).

### Pop-Up Blocker

When you click the “Documentation” button, it may appear that nothing has happened or you may see a browser warning indicating a pop-up window has been blocked. In order to view the OnBase window, you will need to allow pop-ups from PeopleSoft Financials.

Two examples are shown here:

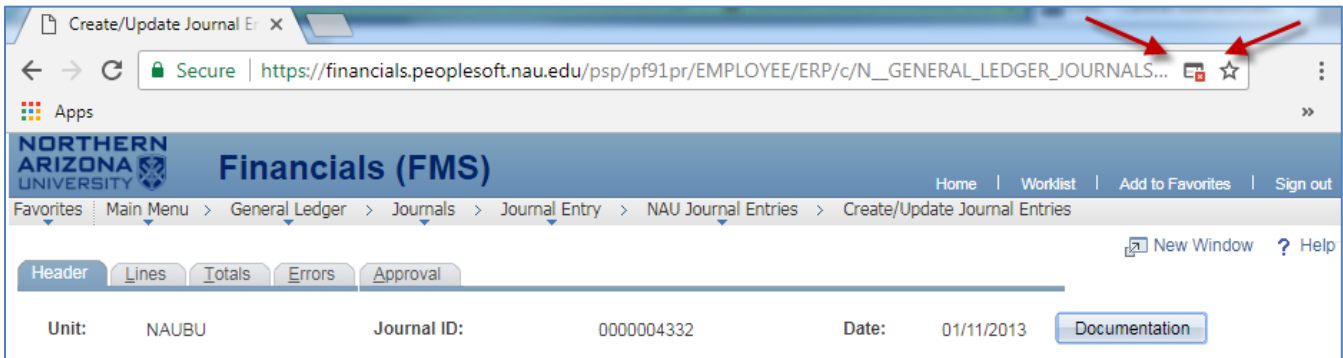
### Internet Explorer



You can allow the pop-up windows for from PeopleSoft to OnBase by choosing the “Options for this site” drop down, and selecting to “Always Allow.”

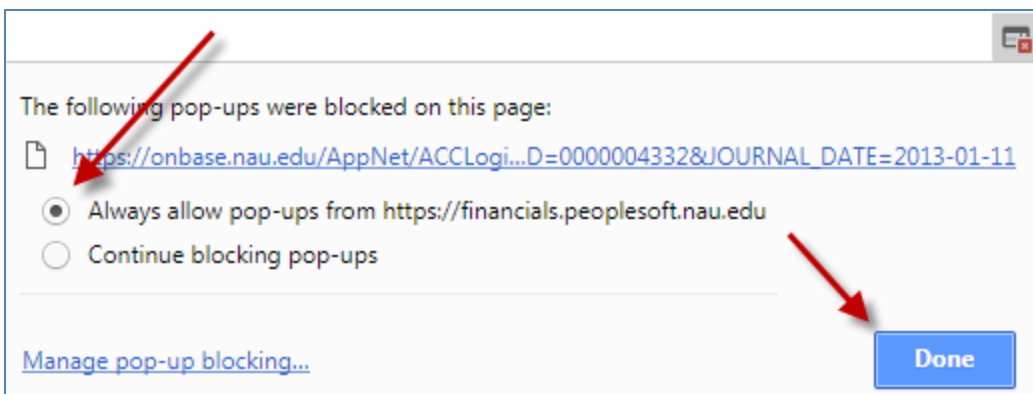
Once the above is set to be always allowed, you should not see the message again when clicking the “Documentation” button and will be passed straight through to OnBase.

### Chrome



The Pop-Up Blocker for Chrome is much less obvious that a pop-up has been blocked. In the screenshot above, you see in the address bar, that a small symbol showing a window with an x appears when a pop-up has been blocked.

To allow pop-ups, click that symbol and, in the message that appears, click “Always allow pop-ups from https://financials.peoplesoft.nau.edu” and then click “Done.” Click the “Documentation” button again to open OnBase. The OnBase window will not be blocked going forward.





## **Frequently Asked Questions**

**When I click the “Documentation” button, OnBase does not open and I get a message that states that the transaction “must be saved or edited before supporting documentation can be added to OnBase.” How do I get to OnBase?**

This message is displayed because the Transaction ID is still “NEXT” and an actual ID has not yet been assigned. OnBase needs an actual ID number to associate the documentation with. Follow step 2 above to assign an ID number to your transaction.

**When I click the “Documentation” button, OnBase opens but I get a message indicating my browser is not compatible with OnBase. How do I correct this error?**

See the **Web Browser Information** section above for information on which browsers are supported by OnBase. You will need to update your browser to a compatible version.

**When I click the “Documentation” button, OnBase opens but I get a message indicating that I have insufficient privileges. How do I access OnBase?**

This indicates that there may be an issue with your permissions in OnBase. The permissions are automatically assigned based on your permissions in PeopleSoft Financials. If you see this message, please contact [Ask-FAS@nau.edu](mailto:Ask-FAS@nau.edu) and they will research and correct your permissions if necessary.

**When should I upload the documentation?**

It is recommended that you upload your documentation prior to submitting the Travel Authorization or Expense Report for approval. The approver should be reviewing the documentation while reviewing the transaction in PeopleSoft

However, if you receive additional documentation after a transaction has been finalized, you can still upload it to the transaction.

**What should I do with my paper after I have uploaded it?**

PeopleSoft and OnBase are the systems of record so you **do not** need to keep the paper copies as long as they have been uploaded to OnBase.