Creating an Expense Report – Peoplesoft Financials

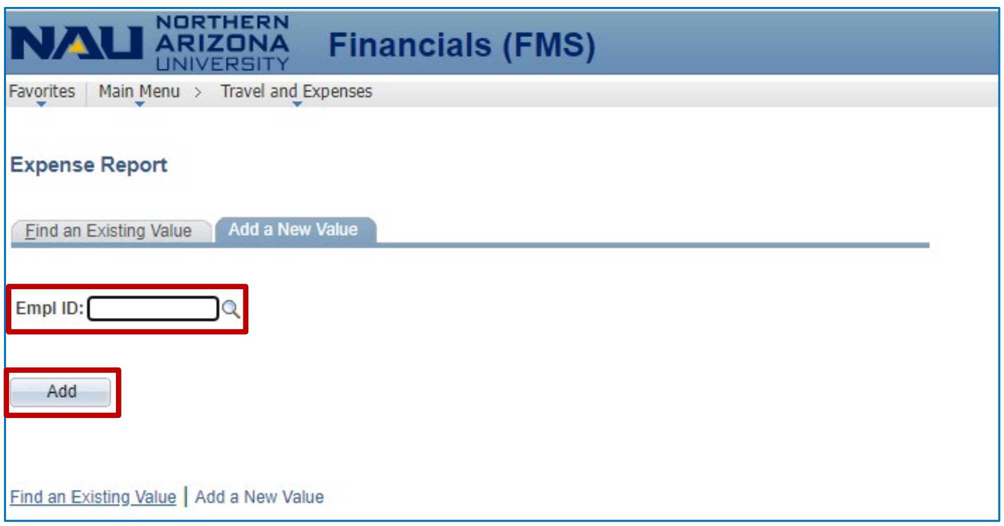
When a university employee is eligible to be reimbursed for an out-of-pocket purchase, an ***expense report*** (ER) is created in PeopleSoft Financials. Once the expense report has been submitted, reviewed, and approved by Comptroller's Office Compliance team, an electronic funds transfer (EFT) is generated, and the reimbursement is deposited into the employee's bank account.

Creating the Expense Report

Navigate to [PeopleSoft Financials] in the web browser of your choice, then from the main menu onto

\Travel and Expenses \Travel and Expense Center \Expense Report \Create

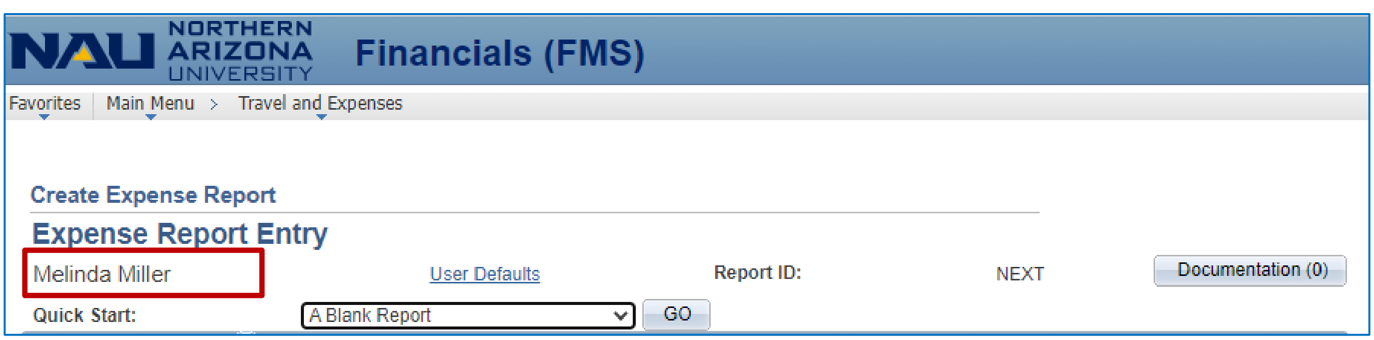
EMPL ID: Enter the Employee ID# (EMPL ID) from the Employee Service Center (ESC) case, this is always a 7-digit number. If the EMPL ID field turns red, it indicates that the Employee Profile must be updated, or the individual is not currently an NAU employee.

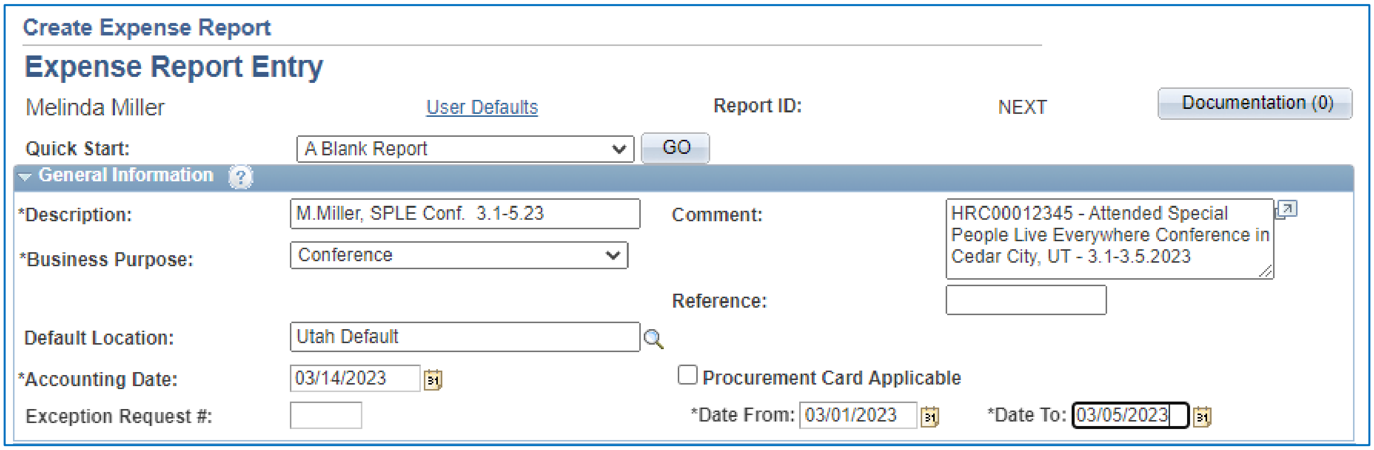


Click ADD:

Verify the name that appears below the Expense Report Entry header matches that of the reimbursee from the Employee Service Center (ESC) case.

If they do not match, the Employee Profile must be updated, and a new Expense Report created.




Create Expense Report
Expense Report Entry
Melinda Miller | User Defaults | Report ID: NEXT | Documentation (0)
Quick Start: A Blank Report GO
General Information
*Description: M.Miller, SPLE Conf. 3.1-5.23
Comment: HRC00012345 - Attended Special People Live Everywhere Conference in Cedar City, UT - 3.1-3.5.2023
*Business Purpose: Conference
Reference:
Default Location: Utah Default
*Accounting Date: 03/14/2023
Procurement Card Applicable
Exception Request #:
*Date From: 03/01/2023 *Date To: 03/05/2023

<u>**Expense Report Entry – Header**</u> *All (*) fields are required to submit the ER*

Quick Start: Leave as *A Blank Report*.
If creating a Travel Authorization (TA) select from the drop down, otherwise, leave on the default.

Description*: Provide a brief description of the transaction type; the field is only (32) characters in length including spaces and punctuation, use the templates below and edit to fit. This field appears in the Enterprise Budget Reports transaction detail report, so be as concise as possible given the limited space.

<u>Non-Travel Reimbursement</u>: [First Initial.Last Name of Reimbursee] - [What is being reimbursed]

<u>Travel Reimbursement</u>: [First Initial.Last Name of Traveler], [Conference Acronym Conf. / Recruiting / LT-Mileage.MIE / Field Research / Training / Commencement / Site Visits / Sport Abbrev.-Team Travel / Meeting-PHX] - [trip dates as xx.xx-xx.xx.xx]

NOTE: Some departments will request specific verbiage for the *Description* field in the ESC case, enter as requested.

Comment*: Provide a more detailed description of the *what, why, and where* of the purchase to be reimbursed. Spell out any acronyms used in the *Description* field.

<u>Non-Travel Reimbursement</u>:
HRCXXXXXX-Reimbursing [**What** is being reimbursed?], [for] [**Why** is individual getting reimbursed?] – [provide dates as appropriate XX.XX-XX.XX.XX]

<u>Travel Reimbursement:</u>
HRCXXXXXX-[Why traveling, purpose], [in/at/to] [City, State or City, Country] - [trip dates XX.XX-XX.XX.XX]

All trip and Expense Claim approvals are viewable in the Employee Service Center.

<u>Additional Notations:</u>

- **PCR#: XXXXXXXX**
  The Exception# field is limited to 5-digits, until further notice, enter PCR# in the Comment section as template shows.
- **Personal Time & Business Trip:**
  Traveler on approved personal time from xx.xx-xx.xx.xxxx. The business portion of the trip was from xx.xx-xx.xx.xxxx. Only expenses related to the business portion of the trip, or that would have been incurred if no personal time are being reimbursed.
- **Traveler's HR employment start date is after trip occurred:**
  Traveler contracted to travel on behalf of university prior to their HR start date. Expense dates have been updated to reflect the most recent hire date when required to change.

NOTE: Some departments will request specific verbiage for the *Comment* field in the ESC case, enter as requested.

Business Purpose*: Selecting from the drop-down, choose the business purpose that best correlates with the Reimbursement Type (non-travel) or Trip Type (travel) fields in the Employee Service Center (ESC) case.

Reference: Leave blank.

Default Location*: County where the purchase was made (non-travel) *or* primary destination for travel.

Non-Travel Reimbursement: Click the magnifying glass at the end of the field to search by state or country and select the corresponding county and city (US) or country and city (foreign) where the purchase was made.

- If multiple purchases were made in different locations, select the location of the oldest purchase.
- If the purchase was made online, use the purchaser's duty post county.

Travel Reimbursement: Click the magnifying glass at the end of the field to search by state or country and select the corresponding county and city (US) or country and city (foreign) that was the traveler's *primary* destination, i.e. where they stayed overnight and completed most of their university business. If time was split equally, select the traveler's first destination.

Accounting Date*: Defaults to today's date.

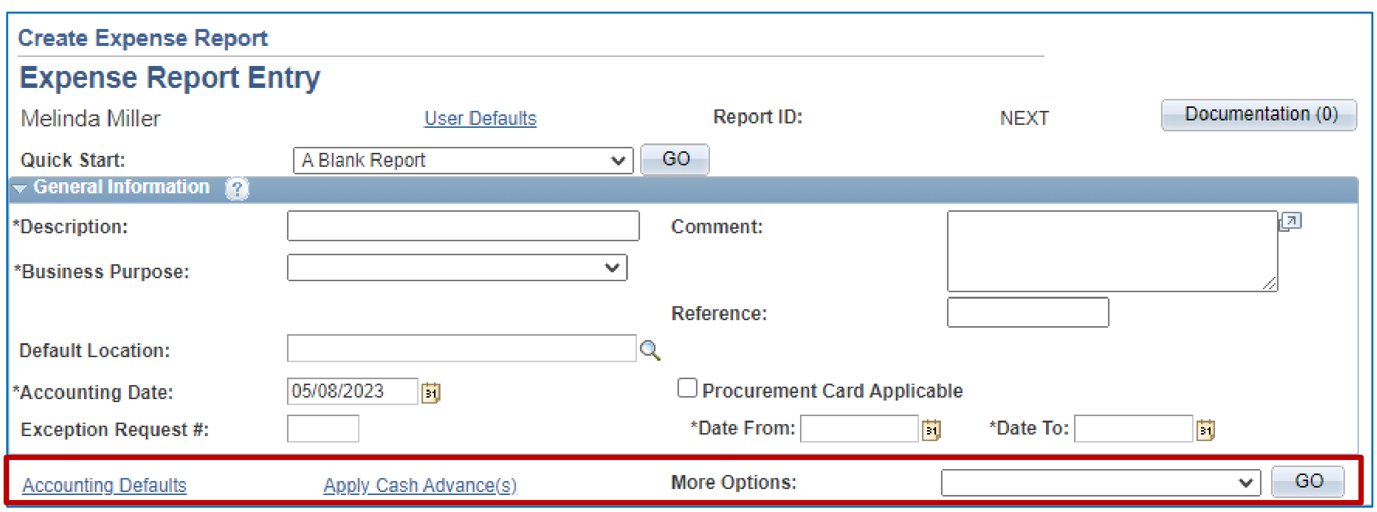
NOTE: If an expense report becomes stale, meaning it was not approved in the same calendar month it was created, you will need to update this field to the current date and resubmit the ER.

Procurement Card Applicable: Leave blank.

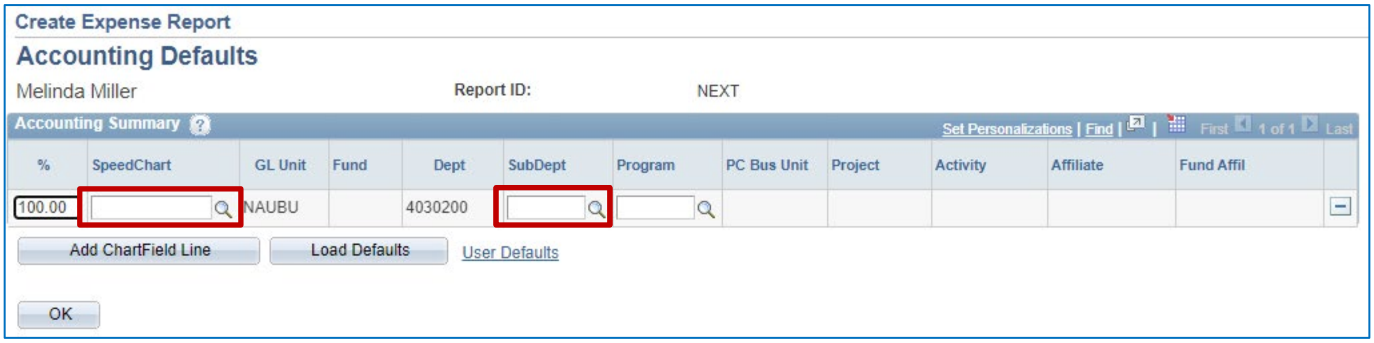
Exception Request #: If there is an approved Policy and Compliance Review (PCR) enter the ESC case number here, numbers only no leading zeros. *See note in Additional Notation ref. in the Comment section above.*

Date From* and **Date To*:** Use the calendar function for each field and enter the actual beginning and end dates of the trip. If personal time was included in the trip enter the dates departing/returning to home/duty post. Be sure to note the specific dates for business and personal time in the Comments section.

Non-Travel Reimbursements: Use the date of purchase in each field; if multiple dates, enter the first date and last date of purchase.



Accounting Defaults: The speedchart defaults to the employees HR Profile speedchart, and changes made here update the accounting details *for the entire document*. Enter the full *speedchart* as it appears in the Employee Service Center (ESC) case, and the *SubDept* if requested in the ESC case. The *Program code* field will auto-populate when the SpeedChart is entered.

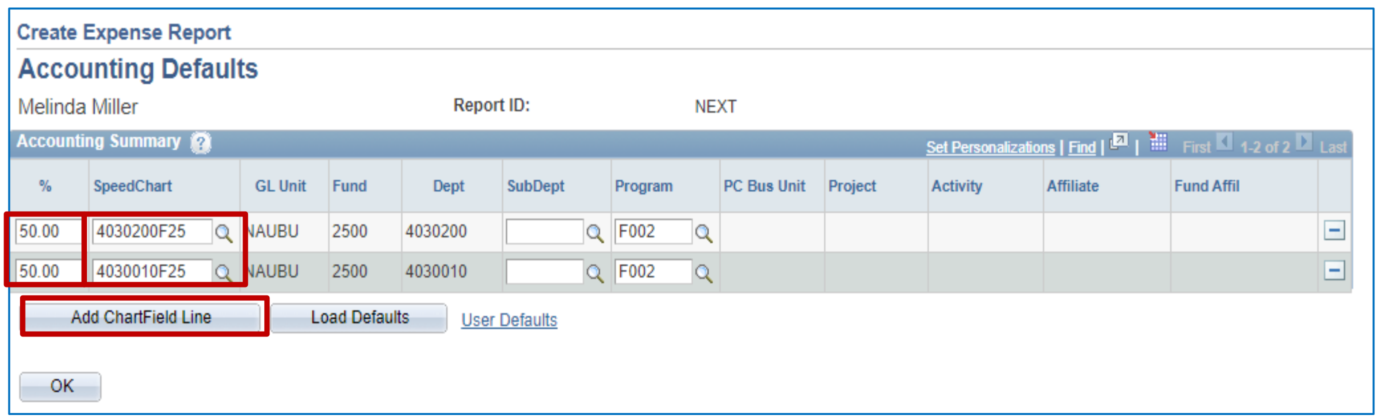


If there are multiple funding sources and expenses are to be split among speedcharts, you may:

- Accept the default accounting that is tied to the employees HR Profile and edit the individual expense accounting lines later.

  OR
- Split the accounting by clicking **Add ChartField Line** and splitting the % - see example below.

Click OK to return back to expense Report and apply accounting.



Apply Cash Advance(s): Do not use unless creating an ER to associate with a Cash Advance. Applies cash advance(s) to the expense report.

More Options: Leave blank. This is a drop-down menu of associated documents to the expense report that we do not utilize.

Details - Overview Tab

Expense Type: A drop down menu of travel and non-travel expense types.
Reference *ER Expense Types.pdf* for guidance.

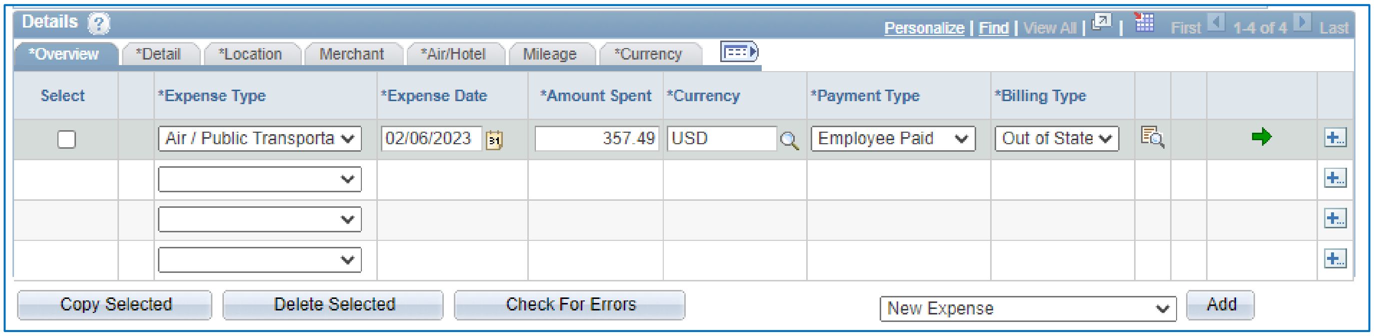
Expense Date: First date of travel (departure date) or actual expense date, whichever is most applicable.

Amount Spent: The actual amount of the out-of-pocket expense to be reimbursed.
NOTE: This field is grayed out when the *Mileage* expense type is selected.

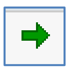
Currency: The field defaults to US dollars. *DO NOT change currency type.*

Payment Type: Select ***Employee Paid***. This field will default to all added lines.

Billing Type: A drop down menu of travel and non-travel billing types, select the most appropriate option.




Accounting Detail Button: Use to make speedchart changes *per individual line*. Account codes are *hard coded* and are driven by the Billing Type you select – Non-Travel Reimbursement, In-State, Out of State, Foreign, etc.

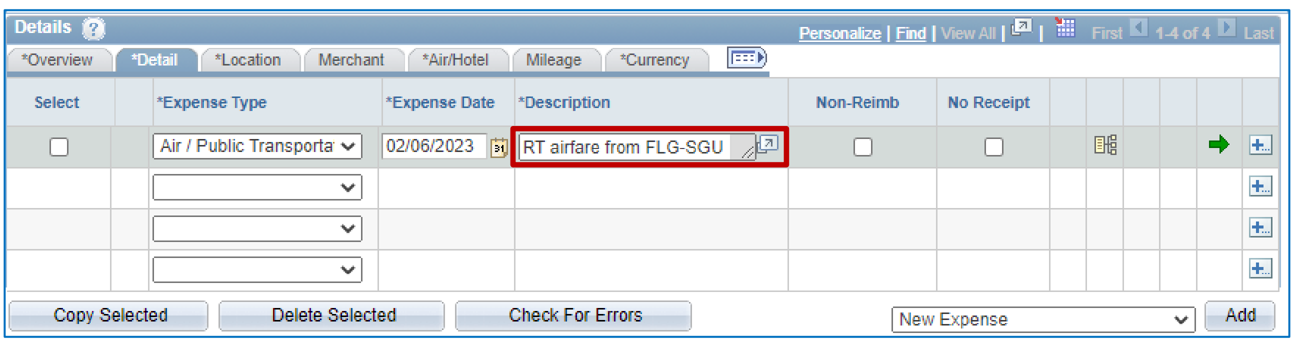

View Additional Fields: Use to access the next field required by the expense type. If clicked, form will advance to the next field that must be completed.


Add Multiple Rows Button: This button inserts one or more blank lines to the Details grid.


Field Search Function: Use to assist in searching for information specific to a field type.

Details – Details Tab:

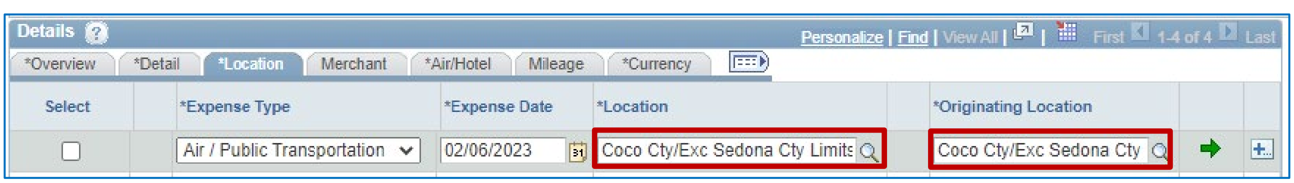
Description: Brief description of merchandise purchased (non-travel) or the travel expense – see below.
NOTE: If travel, use the description from the corresponding expense on page 1 of the Expense Claim.



Details - Location Tab:

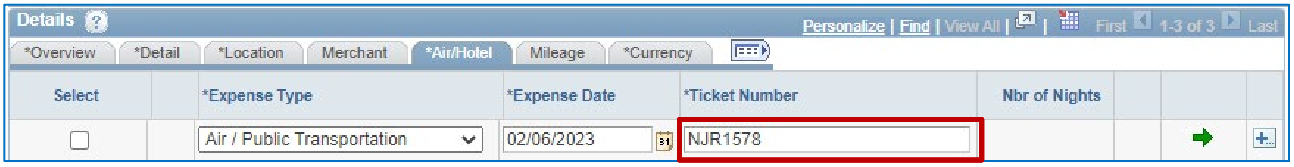
Location: Location where the expense occurred.

Originating Location: The location from where the traveler began their business travel.



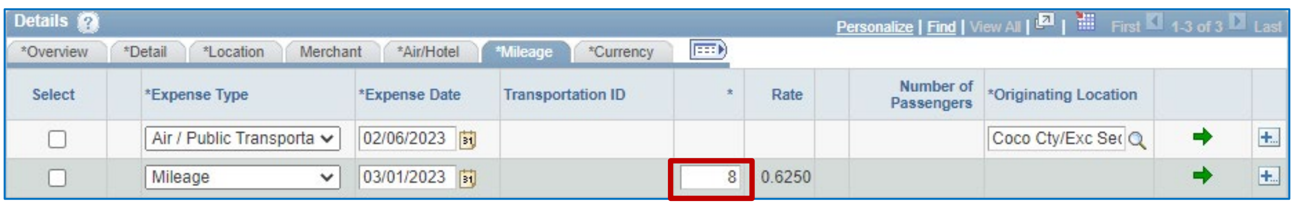
<u>Details - Air/Hotel Tab</u>:
Ticket Number: If airfare or ground transportation, enter the unique airline ticket number or confirmation number. If none, enter NA.

Number of Nights: If lodging, enter the number of nights being reimbursed.



<u>Details - Mileage Tab</u>:
Miles: Total miles the traveler drove; must be rounded to the *nearest* whole number, the field will not accept decimals. Enter into the column field with the (*) in the header.

Rate: Displays the current SAAM AZ State rate and auto-calculates when you advance to the Details – Currency Tab.



Continue to add rows of expenses as needed until all reimbursable expenses are listed.
NOTE: The same *type* of expense can be lumped together and listed on one line instead of listing individually – example: (5) ride share receipts can be listed on one line under Ground Transportation.

If, however, expenses are to be split between multiple speedcharts, they must be listed individually or grouped by speedchart.

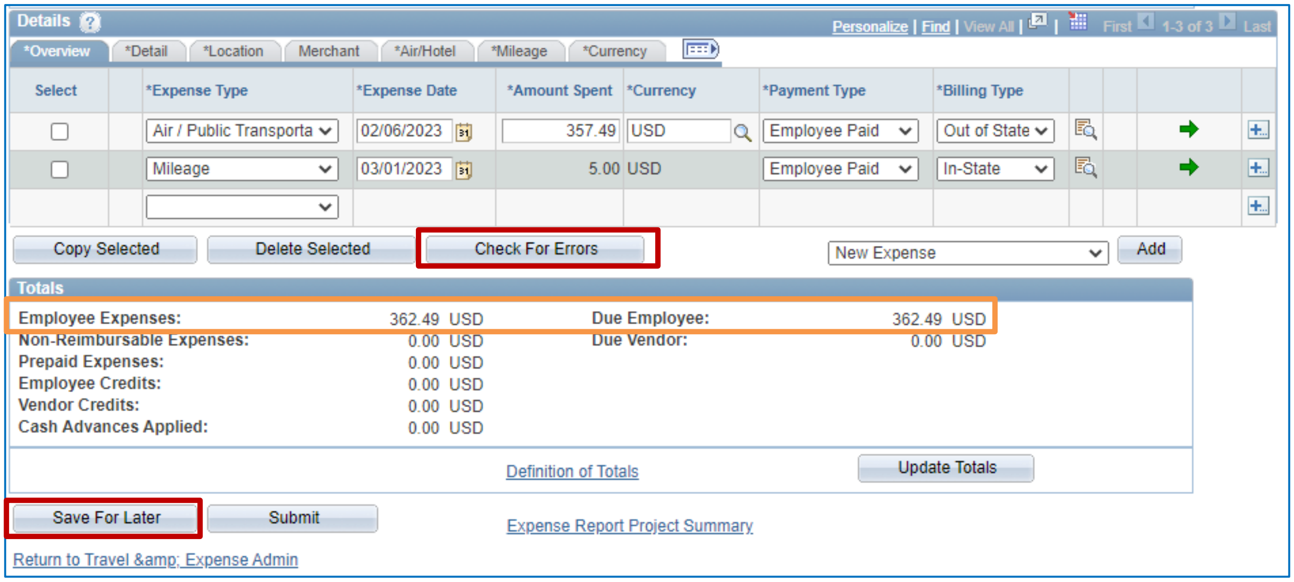
Click Check for Errors:
Review any red flag errors and edit/fix as required.

<u>Potential errors:</u>
- Expense Date: If the traveler's HR employee start date is *after* the expense date, you must update the expense date to the most recent hire date. Leave a note in the Comment field of the header.
- Lodging over allowable rate: If the nightly rate is over the allowable SAAM, you may receive an error and will be required to leave a note with a justification.

Review Expense Totals:
Review the *Totals* box to confirm that the *Employee Expenses* amount equals the *Due Employee* amount, and that <u>both</u> match the amount to be reimbursed in the Employee Service Center (ESC) case.

Click Save for Later:
You must save your Expense Report before you can upload support documentation.

A **Report ID:** will auto-generate when the form is saved, *this is the **Expense Report (ER) number***.
Enter it into the Employee Service Center case with the date the ER was initiated.



Upload Support Documentation:

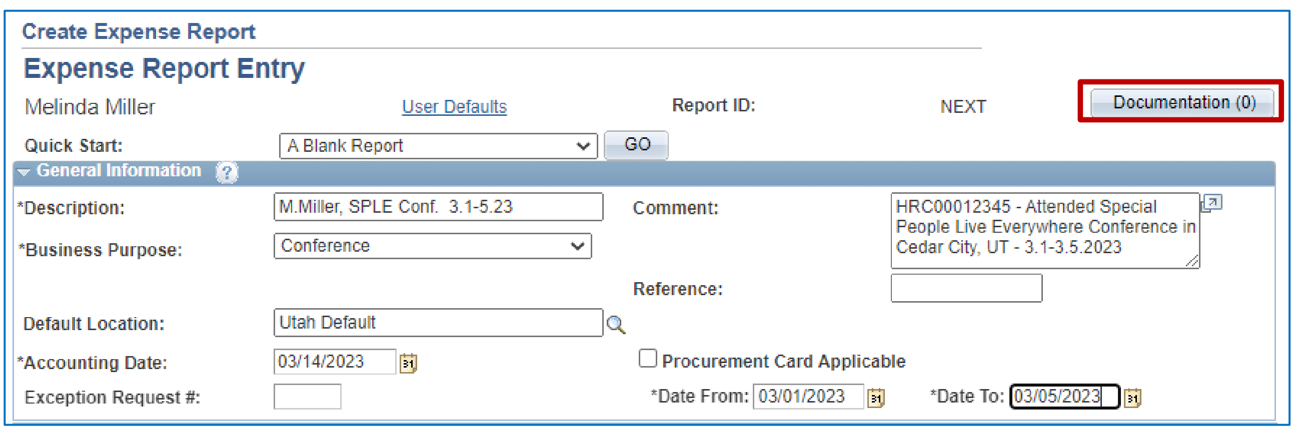
Upload all required support documentation in .pdf format only.

Non-Travel Reimbursement:

- Receipts, *required*
- Business Meal/Food Authorization Forms, *required for non-travel food purchases only*
- Invoices
- Ad hoc approvals

Travel Reimbursement:

- Complete Travel Expense Claim packet, *required* *Ref. Expense Claim Packet Order



Submit Expense Report:

Once the form has been checked for errors and all documentation is uploaded, **Submit** the form for routing.

Click **OK** to fully execute and send the expense report for approval routing.