

## PeopleSoft Financials Expense Documents Overview & Expense Report Business Process

The Expense Module in PeopleSoft Financials (PSFIN) is designed to reimburse NAU employees for university business related expenses - both non-travel and travel expenses.

### HR Employee Profile

*Employee Profiles* are generated in PeopleSoft Financials as an integration from the PeopleSoft HR system using HR Department values. These values must be updated with a valid PeopleSoft Financial Department ID (first 7-digits of their speedchart) and be validated in order to process a travel advance (TA), cash advance (CA), or expense report (ER) in the expense module. A profile must be validated anytime a new hire has been added to the system or when an existing employee has a job change – examples include transferring to a new position or receiving a promotion.

When initiating an expense document, if the employee search returns *no values* when searching by the EMPL ID or by employee's name, first check you entered the EMPL or name correctly, then verify the employee profile is valid.

### Expense Report (ER)

An *expense report* is a PeopleSoft Financials (PSFIN) document used to reimburse NAU employees for university business expenses; expenses can be non-travel or travel related. The expense report is not initiated until after an employee has completed travel, or in the case of non-travel reimbursements, after the goods/services have been delivered to/consumed by NAU.

### Travel Authorization (TA)

Initiating a *Travel Authorization* is the first step in the workflow for any cash advance or Zelle request, and budgetarily encumbers funds for planned travel expenses or research participant payments.

### Cash Advance (CA)

A *cash advance* is primarily used when a PCard is not a viable payment option, or when paying out-of-pocket expenses for a lengthy trip will be a financial hardship to the traveler. There are limitations to the monetary total allowable for an advance, reference Comptroller and travel policy as needed.

Cash Advances must be pre-approved by department leadership, by the employee's supervisor, and the department's local fiscal oversight (LFO) designee, prior to being initiated. Authorization must be documented in an Employee Service Center (ESC) travel case and a corresponding *Travel Advance and Zelle Workbook* or *Cash Advance and Zelle Workbook* (excel).

### ZELLE

Students and community members can receive a Zelle payment directly into their bank account for either a travel cash advance or participant payment for non-contracted services. We cannot Zelle money to an active NAU employee, non-student.

### Expense Report (ER)

#### When to Complete an Expense Report?

- If a NAU Employee is being reimbursed for non-travel and travel expenses.
  - o First, verify employee is active via *Position Query* in PeopleSoft LOUIE, [how-to](#)
- Closing out the TA/CA and Zelle process.

#### How to Complete an Expense Report

- 1<sup>st</sup> - Update HR Employee Profile, [how-to](#)
- 2<sup>nd</sup> - Initiate Expense Report PeopleSoft Financials, [how-to](#)

**NOTE:** When a TA is created for employee travel, the ER should be created from the associated TA document AND any related cash advances-CAs should be applied to the ER, reducing the amount reimbursed to the employee.

Documentation Requirements – complete a “quality control” check **BEFORE** initiating the Expense Report!

- Non-Travel: All receipts, misc. and required support documentation, and supplemental approvals; upload as a .PDF in the expense report.
- Travel: Full Expense Claim packet - itinerary, all receipts, cost comparisons, etc.; upload as a .PDF in the expense report.
- If required support documentation is not uploaded, the ER will be sent back by the Accounts Payable (AP) or Comptroller’s Office (CMP) Compliance approver(s).

Budget Error

- The ER will be sent back by the CMP approver.
- 1<sup>st</sup> - Confirm that the speedchart and account code entered in the ER match the case and are accurate.
- 2<sup>nd</sup> - Notify the local fiscal oversight (LFO) designee, that approved the case, of the budget error and have them confirm the speedchart is correct and if so, request they contact the Budget Office to have the account code activated or provide a different speedchart.
  - o If a grant, request the Office of Sponsored Projects (OSP) be contacted to verify project status and override the budget error *if appropriate*.

Approval Routing

- **Non-Travel ER:**
  - o 1<sup>st</sup> – Accounts Payable
  - o 2<sup>nd</sup> – CMP Compliance
- **Travel ER:**
  - o 1<sup>st</sup> – CMP Compliance

**ER Returned by Approver:** If an expense report is returned by an approver for edits or updates and once it has been edited and resubmitted it will *reroute* through all approvals again, further delaying the reimbursement.

**PENDING ERs:** Check daily for any *Pending* ERs in the Worklist, follow the path [below](#).

*Pending* indicates that an ER has been returned by the Approver for edits OR you forgot to click Submit and/or OK when you first initiated the ER.

[Travel and Expenses \ Travel and Expense Center \ Expense Report \ View](#)

**Expense Report**  
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

Search by: Report ID begins with

Search [Advanced Search](#)

- o Leave the Report ID field blank and click Search
- o Review the generated list for any **Pending** ER’s you initiated the day(s) before.
- o Click on the **Report ID**, far left column, to view any particular document and update as necessary.

**Stale ER Report:** A Stale ER report is run weekly (Wednesdays) by Reimbursement Processing Support Leadership. Any travel ER’s that have not been approved within (2) business days of being submitted are escalated with the next Approver, notifying/reminding them (via email) of the needed review and approval.

**Month End Close:** Any ERs not approved by month-end close (~8<sup>th</sup> of the following month) will error-out and will have to be resubmitted after the original *initiate date*; this will route the ER for approvals again.