

Expense Report Entry-Job Aid

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Creating an Expense Report (ER)

1. Navigate to the UMass ‘Connect To’ page: <https://www.umassp.edu/connect>
2. From this page, click on the Finance Production link.

4 (2) abouttabs Connect To University of ... EO Select Check Home - Shared Services Suggested Sites (1) Suggested Sites UMass President's Office ... Page Safety Tools

Overview

Services

Secure Computing

Connect To

About Us

Connect To

The Connect to page provides University employees with access to key shared service applications. Any applications that are not shared across all five campuses and the President's Office have one or more campus initials next to them denoting which campuses utilize the service (Legend: A = Amherst, B = Boston, D = Dartmouth, L = Lowell, M = Medical School, P = President's Office).

Business Intelligence

- Summit
- Cognos - Cognos will be retired on 12/31/2016

Finance

- Finance Production
- Finance Reporting
- Finance Daily Status Report / Subscribe
- Effort Certification
- UMass BuyWays

Human Resources

Student Administration

- Student System (B,D,L)
- Student Daily Status Report / Subscribe
- Document Imaging WebNow (B,D,L)
- Sunopsis (B,D,L)

Operational/Project Tools

- Chartfield Lookup
- Citrix Web Desktop
- Confluence (UITs)
- Service Status Page
- SharePoint & Office 365

100

3. Log in with your ID and password and select 'President's Office' from the drop down menu.



Secure Access Login

President's Office

Important Signout Message: You must always sign out completely from a UMass Secure Access Application. Please remember to click the application's Sign out or Logout link and **close out of all internet windows**.

[Forgot Password](#) | [Need Help?](#)

4. From the Main Menu, navigate to Employee Self Service /*Travel and Expense Center*. Click 'Create' under the Expense Report menu.

TFST 01 Home | Worklist | Add to Favorites | S

Favorites | Main Menu > Employee Self-Service > Travel and Expense Center

Travel and Expense Center

Employee Travel and Expense Center

Expense Report Create, modify, print, view or delete an Expense Report Create Modify Print 2 More...	Time Report Create, modify, print, view and delete a Time Report Create Modify Print 2 More...	Travel Authorization Create, modify, print, view, cancel or delete a Travel Authorization Create Modify Print 3 More...
Cash Advance Create, modify, print, view and delete a Cash Advance. Create Modify Print 2 More...	Forecast Time Create, modify or view forecast data Forecast Time Review Forecasted Time	Print Reports Print any one of your expense transactions. Expense Report Bar Code Receipt Form Time Report 2 More...
Profiles and Preferences Manage your personal, organizational and financial details for travel and expense reporting. Review/Edit Profile Delegate Entry Authority	Review Payments Review history of expense payments Review Expense History Review Payments Review Payroll Payments	Other Expense Functions View contents in My Wallet, create your own template, or modify an existing template. Create/Update User Template My Wallet

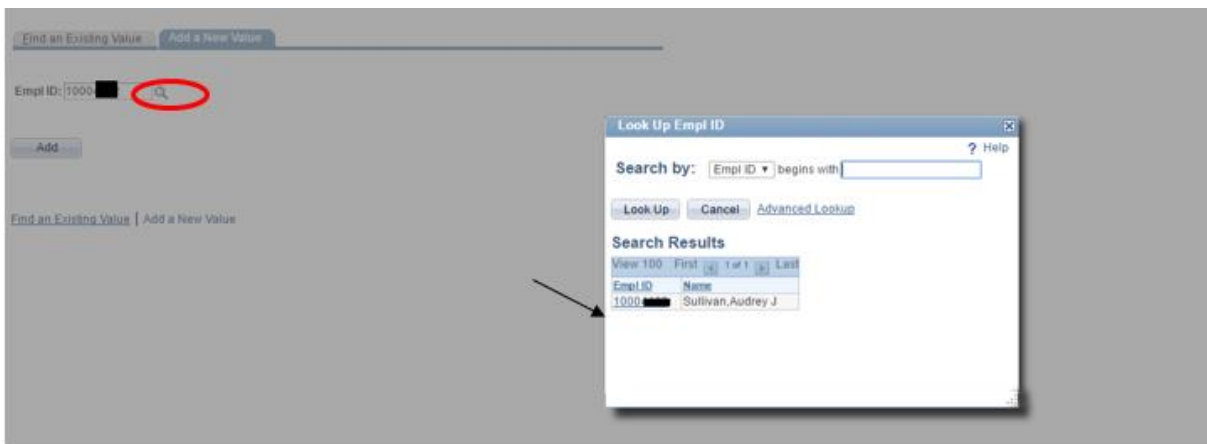
5. The users Employee ID will automatically default.
 - a. If the user is entering a report for themselves, click 'Add a New Value'.

Expense Report



The screenshot shows the 'Expense Report' form. At the top, there are two tabs: 'Find an Existing Value' and 'Add a New Value'. The 'Add a New Value' tab is highlighted with a red circle. Below the tabs, there is a text input field labeled 'Empl ID:' containing the text '1000XXXX'. To the right of the input field is a magnifying glass icon. Below the input field is an 'Add' button. At the bottom of the form, there are two links: 'Find an Existing Value' and 'Add a New Value'.

6. If the user is creating an Expense Report for another employee, click on the magnifying glass and the list of employees that the user is authorized to enter for will be returned. Click on the Employee ID link to the left of the name. Click Add.



The screenshot shows the 'Expense Report' form with a 'Look Up Empl ID' dialog box open. The dialog box has a 'Search by:' dropdown set to 'Empl ID' and a 'Search Results' table. The 'Search Results' table has columns 'Empl ID' and 'Name'. The first row in the table shows '1000' and 'Sullivan, Audrey J.'. An arrow points to the '1000' link in the table. The background form shows the 'Empl ID:' field with '1000' and a magnifying glass icon highlighted with a red circle.

Empl ID	Name
1000	Sullivan, Audrey J.

7. The navigation will then route to a screen that will enable the selection of a Travel Authorization to populate the Expense Report.
 - If a Travel Authorization for the travel being expensed was required per policy, the TA must be populated into the Expense Report (step 7a below)
 - If a TA was not required per policy for the incurred expenses the Expense Report can be created with a TA (step 7b below)

- a. **If populating the ER with a Travel Authorization-** Adjust the 'From Date' & 'To Date' as needed to return the applicable TA and Click Search. A list of the employee's approved TAs will appear in the 'Travel Authorization Description' field. Click on the link of the applicable TA and the Expense Report will automatically be populated with the Expense Lines that were entered in the TA. Be sure to update expense lines as needed to reflect correct amounts, dates and detail for actual expenses incurred... (See Step 6 below to continue with entry steps).

Favorites Main Menu > Employee Self-Service

Create Expense Report

Populate From A Travel Authorization

Audrey Sullivan

Report ID:

NEXT

From Date:

09/25/2016



To:

01/25/2017



Search

Travel Authorizations					
Travel Auth Description	Authorization ID	Date From	Date To	Amount	Currency
-				0.000	

[Return to Expense Report Entry](#)

- b. **If a Travel Authorization will not be used to populate the TA click the 'Return to Expense Report Entry' link**

Create Expense Report

Populate From A Travel Authorization

Audrey Sullivan

Report ID:

NEXT

From Date:

09/12/2016



To:

01/12/2017



Search

Travel Authorizations					
Travel Auth Description	Authorization ID	Date From	Date To	Amount	Currency
-				0.000	

[Return to Expense Report Entry](#)

8. If the ER is not populated from a TA, it will default to a blank Expense Report Entry page.

Favorites | Main Menu > Employee Self-Service

Create Travel Authorization

Travel Authorization Entry

Audrey Sullivan [User Defaults](#) Authorization ID: NEXT

Quick Start:

General Information

*Event/Destination:

*Business Purpose:

Default location:

*Date From: *Date To:

Comment:

[GSA Per Diem Rates](#)

Accounting Defaults

More Options:

Details

Personalize | Find | First 1-4 of 4 Last

Select	*Expense Type	*Date	*Amount	Currency	*Payment Type	*Billing Type	
	<input type="text"/>						<input type="button" value="+"/>
	<input type="text"/>						<input type="button" value="+"/>
	<input type="text"/>						<input type="button" value="+"/>
	<input type="text"/>						<input type="button" value="+"/>

Totals

Authorized Amount: 0.00 USD

[Create A Cash Advance](#) [Project Summary](#) [Printable View](#)

[Return to Travel and Expense Center](#)

In the Expense Report Entry page complete the fields in the ‘General Information’ Section (*required):

- *Description-** Enter the description of the purpose of travel
- *Business Purpose-** From the drop-down menu, choose the purpose of travel. If ‘Other’ is chosen the business purpose should be clearly defined in the Comments section.
- Comment-** This field should be used to enter any additional information related to the travel that is not included in any of the other description fields.

Favorites | Main Menu > Employee Self-Service

Create Expense Report

Expense Report Entry

Audrey Sullivan [User Defaults](#) Report ID: NEXT

General Information

*Description:

*Business Purpose:

Default Location:

Comment:

Reference:

[GSA Per Diem Rates](#)

9. Next click on the 'Accounting Defaults' hyperlink.

a. A generic department ID will automatically default in the 'Dept'. field.

b. Enter the speedtype that the expenses will be charged to in the 'Speedchart' field (this information can be obtained from your department manager). Then tab over to the Fund field.

c. When you tab out of the 'Speedchart' field, the fields for the speedtype that was entered will populate and the speedtype entered will disappear from the field. (This is okay as the Speedchart field does not be populated to move to the next step). Click OK

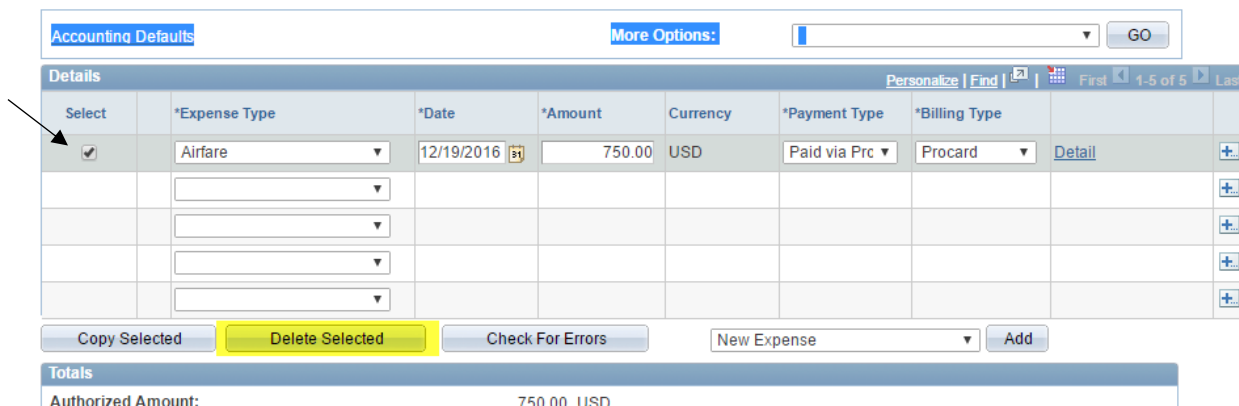
10. Next, enter the expenses to be included in the Expense Report. If the ER has been populated from a Travel Authorization, be sure to update expense lines with applicable dates, amounts and detail as needed to reflect actual expenses incurred:

- To add additional expense lines-, click on the + icon. A dialogue box will appear where the number of rows to be added can be entered. Click ok



The screenshot shows the 'Expense Report' interface. At the top, there is a header bar with 'Accounting Defaults' on the left, 'More Options:' in the center, and a 'GO' button on the right. Below this is the 'Details' table. The table has columns: 'Select', '*Expense Type', '*Date', '*Amount', 'Currency', '*Payment Type', '*Billing Type', and a '+' icon in the final column. The first row is highlighted. Below the table, there are buttons: 'Copy Selected', 'Delete Selected', 'Check For Errors', 'New Expense' (with a dropdown arrow), and 'Add'. At the bottom, there is a 'Totals' section with 'Authorized Amount: 0.00 USD'.

- To delete expense lines that have been entered, click the 'Select' checkbox at the beginning of the expense line. Then click the 'Delete Selected' button. A dialogue box will appear to confirm deletion.... click the OK button to complete the deletion of the selected line.



The screenshot shows the 'Expense Report' interface with the first row of the 'Details' table selected. The 'Select' checkbox in the first column is checked. The first row contains: 'Airfare' for Expense Type, '12/19/2016' for Date, '750.00' for Amount, 'USD' for Currency, 'Paid via Prc' for Payment Type, and 'Procard' for Billing Type. Below the table, the 'Delete Selected' button is highlighted in yellow. The 'Totals' section at the bottom shows 'Authorized Amount: 750.00 USD'.

11. Enter the expense lines as follows (*required fields):

Expense Report Entry

Audrey Sullivan [User Defaults](#) Report ID: 0000319438

General Information ?

*Description: NACUA Conference New York, NY Comment: Attended NACUA Conference in New York City 12/2/16-12/6/16. [\[?\] \[7\]](#)

*Business Purpose: Conference

Reference:

Default Location:

[GSA Per Diem Rates](#)

[Accounting Defaults](#) [Apply Cash Advance\(s\)](#) [Attachments](#) More Options: [GO](#)

Details ? [Personalize](#) [Find](#) [View All](#) [\[?\] \[7\]](#) First 1-4 of 4 Last

***Overview** [\[?\] \[7\]](#)

Select	*Expense Type	*Expense Date	*Amount Spent	*Currency	*Payment Type	*Billing Type	
<input type="checkbox"/>	Hotel/Lodging	12/02/2016 [?] [7]	350.00	USD	Paid via Procard	Procard	Detail +
<input type="checkbox"/>	Mileage	12/02/2016 [?] [7]	82.08	USD	Out of Pocket	Out-of-State	*Detail +
<input type="checkbox"/>	Meals (Per Diem)	12/02/2016 [?] [7]	185.00	USD	Out of Pocket	Out-of-State	*Detail +
<input type="checkbox"/>	Business Meeting	12/02/2016 [?] [7]	53.00	USD	Out of Pocket	Out-of-State	*Detail +

Copy Selected Delete Selected Check For Errors New Expense Add

Totals

Employee Expenses:	670.08 USD	Due Employee:	320.08 USD
Non-Reimbursable Expenses:	0.00 USD	Due Vendor:	0.00 USD
Prepaid Expenses:	350.00 USD		
Employee Credits:	0.00 USD		
Vendor Credits:	0.00 USD		
Cash Advances Applied:	0.00 USD		

[Definition of Totals](#) [Update Totals](#)

[Save For Later](#) [Submit](#) [Expense Report Project Summary](#) [Printable View](#)

[Return to Travel and Expense Center](#)

- *Expense Type-** from the drop-down choose applicable type of expense.
 - If an expense is being reported 120 days or more past the date of the expense, it is considered to be taxable income per IRS regulations and must be entered with the Expense Type of 'Taxable Reimbursement'.
 - If reimbursement is being sought for food purchased for a business meeting, the Expense Type 'Business Meeting' should be selected and a completed Entertainment Expense Form must be attached to the ER.
- *Expense Date-** date of expense/travel date.
- *Amount Spent-** Amount of expense (See letter g. below (Detail Link) below for entering mileage and Per Diem



- **Calculating Mileage**- click on the 'Detail' link. Enter the required fields into the Details page and enter the total miles for the travel date. Dollar amount for mileage (\$.54/mile) will automatically be calculated when tabbing out of the 'Miles' field or by clicking the 'Calc Mileage' button. Then enter the Description.... this should include the identification of the departure and the destination locations. Once fields are complete, click the 'Return to Expense Entry' link. Please refer to page of the Travel Manual for policy detail on calculating mileage.

Create Expense Report

Expense Detail for Mileage (Line 3)

Audrey Sullivan Report ID: NEXT

About This Expense ?

*Expense Date:	12/02/2016	
*Payment Type:	Out of Pocket	<input type="checkbox"/> No Receipt
*Billing Type:	Out-of-State Travel	<input type="checkbox"/> Non-Reimbursable
*Miles:	152 x 0.5400	
*Description:	Round trip from Ludlow, MA (home) to New York City	
*Amount Spent:	82.08	
*Currency:	USD	
*Exchange Rate:	1.00000000	 
	<input checked="" type="checkbox"/> Default Rate	
Reimbursement Amt:	82.08	USD

Exception Comments ?

Location Amount:

No Receipt:

[Accounting Detail](#)

[Check Expense For Errors](#)

[Return to Expense Report](#)

- **Calculating Per Diem amounts**- click on the 'GSA Per Diem Rates' link (highlighted below). You will be navigated to the GSA website to access a table of Per Diem rates based on the travel destination. *See the 'Meal Expenses' section of the Travel Manual for detailed use of this table and calculating Per Diem rates.* [Travel Manual](#)

Create Expense Report

Expense Report Entry

Audrey Sullivan [User Defaults](#) Report ID: NEXT

***Description:** NACUA Conference New York, NY

***Business Purpose:** Conference

Default Location:

Comment: Attended NACUA Conference in New York City 12/2/16-12/6/16.

Reference:

[GSA Per Diem Rates](#)

[Accounting Defaults](#) [Apply Cash Advance\(s\)](#) **More Options:**

Details

***Overview**

Select	*Expense Type	*Expense Date	*Amount Spent	*Currency	*Payment Type	*Billing Type	
<input type="checkbox"/>	Airfare	12/02/2016 <input type="button" value="H"/>	300.00	USD	Paid via Procard	Procard	Detail <input type="button" value="+"/>
<input type="checkbox"/>	Meals (Per Diem)	12/02/2016 <input type="button" value="H"/>	58.00	USD	Out of Pocket	Out-of-Statr	Detail <input type="button" value="+"/>
<input type="checkbox"/>	Other Travel Expense	12/02/2016 <input type="button" value="H"/>	225.00	USD	Out of Pocket	Out-of-Statr	Detail <input type="button" value="+"/>

Totals					
Employee Expenses:	583.00	USD	Due Employee:	283.00	USD
Non-Reimbursable Expenses:	0.00	USD	Due Vendor:	0.00	USD
Prepaid Expenses:	300.00	USD			
Employee Credits:	0.00	USD			
Vendor Credits:	0.00	USD			
Cash Advances Applied:	0.00	USD			

[Definition of Totals](#)

- d. **Currency-** will automatically default to 'USD'.
- e. ***Payment Type-** from the drop-down choose intended form of payment 'Paid via Procard' or 'Out of Pocket'.
- f. ***Billing Type-** this field is used to identify if the travel was In-State, Out-of-State or Foreign. Non-Travel should be used for supplies or business meals. If 'Paid via ProCard' is chosen as the Payment Type, 'ProCard' must be chosen for the Billing Type.
- g. ***Detail Link** - Click the Detail Link. This opens a view where the expense description and additional information is entered. Populate all (*) required fields not already auto-populated.
 - A full description of the type of expense incurred must be included here for Expense Types entered as 'Taxable Reimbursement'
 - The 'No Receipt' box should not be checked if a receipt is not available, however a Missing Receipt Affidavit must be completed and attached to the ER for expenses over \$25 per Central's Travel Policy. A notation of the Missing Receipt Affidavit should be added to the 'No Receipt' field under the Exceptions Comments section.

Create Expense Report

Expense Detail for Business Meeting (Line 1)

Audrey Sullivan

Report ID:

NEXT

About This Expense ?

*Expense Date:	12/02/2016	<input type="checkbox"/> No Receipt
*Payment Type:	Out of Pocket	<input type="checkbox"/> Non-Reimbursable
*Billing Type:	Out-of-State Travel	
*Description:	Business lunch with Jane Doe of the ABC Company to discuss consulting contract	
*Amount Spent:	53.00	
*Currency:	USD	
*Exchange Rate:	1.00000000	<input checked="" type="checkbox"/> Default Rate
Reimbursement Amt:	53.00	USD

Exception Comments ?

Location Amount:	
No Receipt:	

[Accounting Detail](#)

[Add Additional Attendees](#)

[Receipt Split](#)

[Check Expense For Errors](#)

[Return to Expense Report](#)

➤ Additional links within 'Detail' view:

- Accounting Detail Link- this will show the accounting detail for the expense line. You should never have to change the account code listed here, it should default from the combination of Expense Type and Billing Type chosen.
- Add Additional Attendees Link- This link is visible used when "Business Expense" is selected for food purchased for/at a business meeting. Per IRS regulations, all attendees at the meeting must be identified. To add attendees, click on the link. The employee name will be returned. Click on the '+' sign to add the additional attendees

Expense Report

Attendees

Audrey Sullivan

Report ID:

0000319438

Attendees are required for the Business Meeting expense on line 4. Please list the attendees associated with this expense.

Name	Company	Title		
Sullivan,Audrey J	Univ of Mass Pres Office	ProCard and Travel Sp	+	-
Doe,Jane	Gray Manufacturing	Marketing Director	+	-

OK

➤ **Additional options in the Expense Entry page:**

- The Expense addition drop down menu can be used to add new Expense rows, add multiple expense rows from a list of expenses. Expense Types can be selected to appear only once in the ER or to appear within all days for a date range for the individual ER (similar to the Saved Template option). Expenses can also be accessed from the ‘My Wallet’ feature which can be set up in the ‘Other Expense Functions’ page of the Employee Self Service/Travel and Expense Center.

Expense Report Entry

Audrey Sullivan
User Defaults
Report ID:
0000319438

General Information
?

*Description:
NACUA Conference New York, NY
Comment:
Attended NACUA Conference in New York City 12/2/16-12/6/16.

*Business Purpose:
Conference
Reference:

Default Location:

GSA Per Diem Rates

Accounting Defaults
Apply Cash Advance(s)
Attachments
More Options:
GO

Details
?
Personalize | Find | View All | First | 1 of 4 | Last

Select	*Expense Type	*Expense Date	*Amount Spent	*Currency	*Payment Type	*Billing Type	
<input type="checkbox"/>	Hotel/Lodging	12/02/2016	350.00	USD	Paid via Procard	Procard	Detail
<input type="checkbox"/>	Mileage	12/02/2016	82.08	USD	Out of Pocket	Out-of-State	Detail
<input type="checkbox"/>	Meals (Per Diem)	12/02/2016	185.00	USD	Out of Pocket	Out-of-State	Detail
<input type="checkbox"/>	Business Meeting	12/02/2016	53.00	USD	Out of Pocket	Out-of-State	Detail

Copy Selected
Delete Selected
Check For Errors
New Expense
Add

Totals

Employee Expenses: 670.08 USD
Due Employee: 320.08 USD
Non-Reimbursable Expenses: 0.00 USD
Due Vendor: 0.00 USD
Prepaid Expenses: 350.00 USD
Employee Credits: 0.00 USD
Vendor Credits: 0.00 USD
Cash Advances Applied: 0.00 USD

Definition of Totals
Update Totals

Save For Later
Submit
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Return to Travel and Expense Center

- Check for Errors button- this option can be used to check for errors in the ER. The ER will automatically be checked for errors upon saving.

Expense Report Entry

Audrey Sullivan
User Defaults
Report ID: 0000319438

General Information

*Description: NACUA Conference New York, NY
Comment: Attended NACUA Conference in New York City 12/2/16-12/6/16.
*Business Purpose: Conference
Reference:
Default Location:
GSA Per Diem Rates
More Options:

Accounting Defaults
Apply Cash Advance(s)
Attachments

Details

Overview

Select	*Expense Type	*Expense Date	*Amount Spent	*Currency	*Payment Type	*Billing Type	
<input type="checkbox"/>	Hotel/Lodging	12/02/2016	350.00	USD	Paid via Procard	Procard	Detail
<input type="checkbox"/>	Mileage	12/02/2016	82.08	USD	Out of Pocket	Out-of-State	*Detail
<input type="checkbox"/>	Meals (Per Diem)	12/02/2016	125.00	USD	Out of Pocket	Out-of-State	*Detail
<input type="checkbox"/>	Business Meeting	12/02/2016	53.00	USD	Out of Pocket	Out-of-State	*Detail

Copy Selected
Delete Selected
Check For Errors
New Expense
Add

Totals

Employee Expenses:	670.08 USD	Due Employee:	320.08 USD
Non-Reimbursable Expenses:	0.00 USD	Due Vendor:	0.00 USD
Prepaid Expenses:	350.00 USD		
Employee Credits:	0.00 USD		
Vendor Credits:	0.00 USD		
Cash Advances Applied:	0.00 USD		

Definition of Totals
Update Totals

Save For Later
Submit
Expense Report Project Summary
Printable View

12. An Expense Report can be submitted upon completion or saved for modification/completion at a later date-

- If report is being saved for later entry/submission, click 'Save for Later'. See step 1-a. on pg. 14 below if error flags exist. See step 2 on pg. 15 below if ready to attach documents.
- The report can be accessed later by navigating to- *Employee Self-Service/Travel and Expense Center/Expense Reports/ Create/click on Find an Existing Value.*

*Business Purpose: Reference:
Default Location:
[GSA Per Diem Rates](#)

[Accounting Defaults](#) [Apply Cash Advance\(s\)](#) [Attachments](#) More Options:

Details [Personalize](#) [Find](#) [View All](#) First 1-4 of 4 Last

*Overview

Select	*Expense Type	*Expense Date	*Amount Spent	*Currency	*Payment Type	*Billing Type	
<input type="checkbox"/>	Hotel/Lodging	12/02/2016 <input type="button" value="BY"/>	350.00	USD	Paid via Procard	Procard	Detail
<input type="checkbox"/>	Mileage	12/02/2016 <input type="button" value="BY"/>	82.08	USD	Out of Pocket	Out-of-Statr	Detail
<input type="checkbox"/>	Meals (Per Diem)	12/02/2016 <input type="button" value="BY"/>	185.00	USD	Out of Pocket	Out-of-Statr	Detail
<input type="checkbox"/>	Business Meeting	12/02/2016 <input type="button" value="BY"/>	53.00	USD	Out of Pocket	Out-of-Statr	Detail

Totals

Employee Expenses:	670.08 USD	Due Employee:	320.08 USD
Non-Reimbursable Expenses:	0.00 USD	Due Vendor:	0.00 USD
Prepaid Expenses:	350.00 USD		
Employee Credits:	0.00 USD		
Vendor Credits:	0.00 USD		
Cash Advances Applied:	0.00 USD		

[Definition of Totals](#)

[Expense Report Project Summary](#) [Printable View](#)

[Return to Travel and Expense Center](#)

- If ER is ready to be submitted proceed to the next step below.

Submitting an Expense Report for Approval

1. If the Expense Report has been completed in full and is ready to be submitted, click ‘Save for Later’.

***Business Purpose:** **Reference:** **Default Location:**

[GSA Per Diem Rates](#)

Accounting Defaults **Apply Cash Advance(s)** **Attachments** **More Options:** **GO**

Details [Personalize](#) [Find](#) [View All](#) [First](#) [1-4 of 4](#) [Last](#)

***Overview** [REF](#)

Select	*Expense Type	*Expense Date	*Amount Spent	*Currency	*Payment Type	*Billing Type	
<input type="checkbox"/>	Hotel/Lodging	12/02/2016 B	350.00	USD	Paid via Procard	Procard	Detail +
<input type="checkbox"/>	Mileage	12/02/2016 B	82.08	USD	Out of Pocket	Out-of-Statr	*Detail +
<input type="checkbox"/>	Meals (Per Diem)	12/02/2016 B	185.00	USD	Out of Pocket	Out-of-Statr	*Detail +
<input type="checkbox"/>	Business Meeting	12/02/2016 B	53.00	USD	Out of Pocket	Out-of-Statr	*Detail +

Copy Selected **Delete Selected** **Check For Errors** **New Expense** **Add**

Totals

Employee Expenses:	670.08 USD	Due Employee:	320.08 USD
Non-Reimbursable Expenses:	0.00 USD	Due Vendor:	0.00 USD
Prepaid Expenses:	350.00 USD		
Employee Credits:	0.00 USD		
Vendor Credits:	0.00 USD		
Cash Advances Applied:	0.00 USD		

[Definition of Totals](#) **Update Totals**

Save For Later **Submit** [Expense Report Project Summary](#) [Printable View](#)

[Return to Travel and Expense Center](#)

- a. Any existing errors in the Expense Report will be indicated with a red flag. Click on the red flag to navigate to the field in error. A description of the error will be detailed in red.

Create Expense Report

Expense Report Entry

Audrey Sullivan [User Defaults](#) **Report ID:** 0000319438

General Information [?](#)

***Description:** **Comment:** ***Business Purpose:** **Reference:** **Default Location:**

[GSA Per Diem Rates](#)

Accounting Defaults **Apply Cash Advance(s)** **Attachments** **More Options:** **GO**

Details [Personalize](#) [Find](#) [View All](#) [First](#) [1-4 of 4](#) [Last](#)

***Overview** [REF](#)

Select	*Expense Type	*Expense Date	*Amount Spent	*Currency	*Payment Type	*Billing Type	
<input type="checkbox"/>	Hotel/Lodging	12/02/2016 B	350.00	USD	Paid via Procard	Procard	Detail +
<input type="checkbox"/>	Mileage	12/02/2016 B	82.08	USD	Out of Pocket	Out-of-Statr	*Detail +
<input type="checkbox"/>	Meals (Per Diem)	12/02/2016 B	185.00	USD	Out of Pocket	Out-of-Statr	*Detail +
<input type="checkbox"/>	Business Meeting	12/02/2016 B	53.00	USD	Out of Pocket	Out-of-Statr	*Detail +

Copy Selected **Delete Selected** **Check For Errors** **New Expense** **Add**

Totals

Employee Expenses:	670.08 USD	Due Employee:	320.08 USD
Non-Reimbursable Expenses:	0.00 USD	Due Vendor:	0.00 USD
Prepaid Expenses:	350.00 USD		
Employee Credits:	0.00 USD		
Vendor Credits:	0.00 USD		
Cash Advances Applied:	0.00 USD		

[Definition of Totals](#) **Update Totals**

[Favorites](#) | [Main Menu](#) > [Employee Self-Service](#)

Create Expense Report

Expense Detail for Mileage (Line 2)

Audrey Sullivan Report ID: 0000319438

Please enter or update the following information:

Description

About This Expense ?

*Expense Date: 12/02/2016

*Payment Type: Out of Pocket ☐ No Receipt

*Billing Type: Out-of-State Travel ☐ Non-Reimbursable

*Miles: 152 x 0.5400

*Description: [REDACTED]

*Amount Spent: 82.08

*Currency: USD

*Exchange Rate: 1.00000000

☒ Default Rate

Reimbursement Amt: 82.08 USD

Exception Comments ?

Location Amount:

No Receipt:

[Accounting Detail](#)

[Check Expense For Errors](#)

[Return to Expense Report](#)

- b. Once all errors have been corrected, click Save for Later again. No red flags should exist.
2. Next click on the 'Attachments' link. This will be used to attach receipts and backup documentation required for the Expense Report.

[Create Expense Report](#)

Expense Report Entry

Audrey Sullivan Report ID: 0000319438

[User Defaults](#)

General Information ?

*Description: NACUA Conference New York, NY

*Business Purpose: Conference

Default Location:

Comment: Attended NACUA Conference in New York City 12/2/16-12/6/16.

Reference:

[GSA Per Diem Rates](#)

[Accounting Defaults](#) [Apply Cash Advance\(s\)](#) **Attachments** [More Options:](#) [GO](#)

Details ?

Overview

Select	*Expense Type	*Expense Date	*Amount Spent	*Currency	*Payment Type	*Billing Type	
<input type="checkbox"/>	Hotel/Lodging	12/02/2016	350.00	USD	Paid via Procard	Procard	Detail
<input type="checkbox"/>	Mileage	12/02/2016	82.08	USD	Out of Pocket	Out-of-Statr	Detail
<input type="checkbox"/>	Meals (Per Diem)	12/02/2016	185.00	USD	Out of Pocket	Out-of-Statr	Detail
<input type="checkbox"/>	Business Meeting	12/02/2016	53.00	USD	Out of Pocket	Out-of-Statr	Detail

[Copy Selected](#)
[Delete Selected](#)
[Check For Errors](#)
[New Expense](#)
[Add](#)

Totals

Employee Expenses:	670.08 USD	Due Employee:	320.08 USD
Non-Reimbursable Expenses:	0.00 USD	Due Vendor:	0.00 USD
Prepaid Expenses:	350.00 USD		
Employee Credits:	0.00 USD		
Vendor Credits:	0.00 USD		
Cash Advances Applied:	0.00 USD		

[Definition of Totals](#)
[Update Totals](#)


- a. Click on the 'Add Attachment' icon

Favorites | Main Menu > Employee Self-Service

Create Expense Report

Expense Report Entry

Audrey Sullivan Report ID: 0000319438

View Attachments			Personalize	Find	First	1 of 1	Last
Attachment Number	Unique Sys Filename	Add Attachment					
							

OK

- b. Click Browse to search for the applicable file. **Attachments should be in PDF or other imaging format such as JPEG or TIFF. MS Word or Excel should NEVER be used.**

+

File Attachment

?

 Help

Browse...

Upload Cancel


- c. Choose file and click 'Upload' to attach.

Expense Report Entry

Create Expense Report

Expense Report Entry

Audrey Sullivan Report ID: 0000319438

View Attachments			Personalize	Find	First	1 of 1	Last
Attachment Number	Unique Sys Filename	Add Attachment					
							

OK

File Attachment

?

 Help

C:\Users\asullivan\Desktop\FW_proc card transaction.pdf

Browse...

Upload Cancel

- d. Additional attachments can be added by clicking on the '+' icon

Create Expense Report

Expense Report Entry

Audrey Sullivan

Report ID:

0000319438

View Attachments			
Personalize Find First 1 of 1 Last			
Attachment Number	Unique Sys Filename	Delete Attachment	View Attachment
	0000319438__012_25_2016FW__procard_transaction.pdf		

OK

Expense Report Entry

Audrey Sullivan

[User Defaults](#)

Report ID:

0000319438

General Information ?

*Description: NACUA Conference New York, NY

*Business Purpose: Conference

Default Location:

Comment: Attended NACUA Conference in New York City 12/2/16-12/6/16.

Reference:

[GSA Per Diem Rates](#)

Accounting Defaults

[Apply Cash Advance\(s\)](#)

[Attachments](#)

More Options:

GO

Details ?

Personalize | Find | View All | First 1-4 of 4 Last

*Overview

Select	*Expense Type	*Expense Date	*Amount Spent	*Currency	*Payment Type	*Billing Type	
<input type="checkbox"/>	Hotel/Lodging	12/02/2016	350.00	USD	Paid via Procard	Procard	Detail
<input type="checkbox"/>	Mileage	12/02/2016	82.08	USD	Out of Pocket	Out-of-State	Detail
<input type="checkbox"/>	Meals (Per Diem)	12/02/2016	185.00	USD	Out of Pocket	Out-of-State	Detail
<input type="checkbox"/>	Business Meeting	12/02/2016	53.00	USD	Out of Pocket	Out-of-State	Detail

Copy Selected

Delete Selected

Check For Errors

New Expense

Add

Totals

Employee Expenses:	670.08 USD	Due Employee:	320.08 USD
Non-Reimbursable Expenses:	0.00 USD	Due Vendor:	0.00 USD
Prepaid Expenses:	350.00 USD		
Employee Credits:	0.00 USD		
Vendor Credits:	0.00 USD		
Cash Advances Applied:	0.00 USD		

[Definition of Totals](#)

Update Totals

Save For Later

Submit

[Expense Report Project Summary](#)

[Printable View](#)

[Return to Travel and Expense Center](#)

- Once all documents have been attached and report is ready to be submitted for approval, click 'Submit'.

Expense Report Entry

Audrey Sullivan [User Defaults](#) Report ID: 0000319438

General Information

*Description: NACUA Conference New York, NY Comment: Attended NACUA Conference in New York City 12/2/16-12/6/16.

*Business Purpose: Conference Reference:

Default Location:

[GSA Per Diem Rates](#)

[Accounting Defaults](#) [Apply Cash Advance\(s\)](#) [Attachments](#) More Options:

Details [Personalize](#) [Find](#) [View All](#) [First](#) [4 of 4](#) [Last](#)

Select	*Expense Type	*Expense Date	*Amount Spent	*Currency	*Payment Type	*Billing Type	
<input type="checkbox"/>	Hotel/Lodging	12/02/2016 <input type="button" value="Bt"/>	350.00	USD	Paid via Procard	Procard	Detail <input type="button" value="+"/>
<input type="checkbox"/>	Mileage	12/02/2016 <input type="button" value="Bt"/>	82.08	USD	Out of Pocket	Out-of-State	Detail <input type="button" value="+"/>
<input type="checkbox"/>	Meals (Per Diem)	12/02/2016 <input type="button" value="Bt"/>	185.00	USD	Out of Pocket	Out-of-State	Detail <input type="button" value="+"/>
<input type="checkbox"/>	Business Meeting	12/02/2016 <input type="button" value="Bt"/>	53.00	USD	Out of Pocket	Out-of-State	Detail <input type="button" value="+"/>

Totals

Employee Expenses:	670.08 USD	Due Employee:	320.08 USD
Non-Reimbursable Expenses:	0.00 USD	Due Vendor:	0.00 USD
Prepaid Expenses:	350.00 USD		
Employee Credits:	0.00 USD		
Vendor Credits:	0.00 USD		
Cash Advances Applied:	0.00 USD		

[Definition of Totals](#)

[Expense Report Project Summary](#) [Printable View](#)

[Return to Travel and Expense Center](#)

- A page will appear to allow final validation of submission. To proceed with submission, click 'OK'

TEST 91

[Favorites](#) [Main Menu](#) > [Employee Self-Service](#)

Create Expense Report

Save Confirmation

Audrey Sullivan Report ID: 0000319438

Expense Report Totals

Employee Expenses:	670.08 USD	Due Employee:	320.08 USD
Non-Reimbursable Expenses:	0.00 USD	Due Vendor:	0.00 USD
Prepaid Expenses:	350.00 USD		
Employee Credits:	0.00 USD		
Vendor Credits:	0.00 USD		
Cash Advances Applied:	0.00 USD		

[Definition of Totals](#)

☒ Click OK to submit, or click Cancel to return to the expense report without submitting.

5. The navigation will automatically return to the Expense Entry page. A printable version of the report can be produced by clicking the “Printable View” link.

favorites | Main Menu > Employee Self-Service
Audrey Sullivan [User Defaults](#) **Report ID:** 0000319438

General Information ?

Description: NACUA Conference New York, NY **Comment:** Attended NACUA Conference in New York City 12/2/16-12/6/16.

Business Purpose: Conference

Status: Submission in Process **Reference:**

Default Location: **Last Updated:** 12/25/2016 **By:** CASULLIV

Post State: Not Applied [GSA Per Diem Rates](#)

[Accounting Defaults](#) [Attachments](#) **More Options:**

Details ? [Personalize](#) | [Find](#) | [View All](#) | [First](#) | [1-4 of 4](#) | [Last](#)

***Overview**

*Expense Type	*Expense Date	*Amount Spent	*Currency	*Payment Type	*Billing Type	
Hotel/Lodging	12/02/2016	350.00	USD	Paid via Procard	Procard	Detail
Mileage	12/02/2016	82.08	USD	Out of Pocket	Out-of-State Travel	Detail
Meals (Per Diem)	12/02/2016	185.00	USD	Out of Pocket	Out-of-State Travel	Detail
Business Meeting	12/02/2016	53.00	USD	Out of Pocket	Out-of-State Travel	Detail

Totals

Employee Expenses:	670.08	USD	Due Employee:	320.08	USD
Non-Reimbursable Expenses:	0.00	USD	Due Vendor:	0.00	USD
Prepaid Expenses:	350.00	USD			
Employee Credits:	0.00	USD			
Vendor Credits:	0.00	USD			
Cash Advances Applied:	0.00	USD			

[Definition of Totals](#)

[Expense Report Project Summary](#) [Printable View](#)

6. As the last step, the employee’s department manager/designated approver(s) must be notified that the Expense Report is ready for approval. To proceed to this step, make note of the Expense Report ID and click the Notify button at the bottom page.

favorites | Main Menu > Employee Self-Service
Audrey Sullivan [User Defaults](#) **Report ID:** 0000319438

General Information ?

Description: NACUA Conference New York, NY **Comment:** Attended NACUA Conference in New York City 12/2/16-12/6/16.

Business Purpose: Conference

Status: Submission in Process **Reference:**

Default Location: **Last Updated:** 12/25/2016 **By:** CASULLIV

Post State: Not Applied [GSA Per Diem Rates](#)

[Accounting Defaults](#) [Attachments](#) **More Options:**

Details ? [Personalize](#) | [Find](#) | [View All](#) | [First](#) | [1-4 of 4](#) | [Last](#)

***Overview**

*Expense Type	*Expense Date	*Amount Spent	*Currency	*Payment Type	*Billing Type	
Hotel/Lodging	12/02/2016	350.00	USD	Paid via Procard	Procard	Detail
Mileage	12/02/2016	82.08	USD	Out of Pocket	Out-of-State Travel	Detail
Meals (Per Diem)	12/02/2016	185.00	USD	Out of Pocket	Out-of-State Travel	Detail
Business Meeting	12/02/2016	53.00	USD	Out of Pocket	Out-of-State Travel	Detail

Totals

Employee Expenses:	670.08	USD	Due Employee:	320.08	USD
Non-Reimbursable Expenses:	0.00	USD	Due Vendor:	0.00	USD
Prepaid Expenses:	350.00	USD			
Employee Credits:	0.00	USD			
Vendor Credits:	0.00	USD			
Cash Advances Applied:	0.00	USD			

[Definition of Totals](#)

[Expense Report Project Summary](#) [Printable View](#)

- a. This navigation will lead to the Send Notification page (below). This page allows for the creation of a PeopleSoft generated e-mail to be sent to the Expense Report approver(s). The e-mail acts as notification that the Report is ready for approval.

* *Donahue Institute employees, please see below for specific departmental workflow notification requirements:*

- **Donahue Institute employees-** It is not necessary to send an e-mail notification once an ER is submitted. As the next step in the workflow, Debbie Rice will monitor and review all D.I. department ERs from her worklist and then notify the applicable Department Manager/PI that the ER is ready for their approval.

Send Notification

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.

Notification Details	
To:	<input type="text"/>
CC:	<input type="text"/>
BCC:	<input type="text"/>
Priority:	<input type="text"/>
Subject:	<input type="text" value="Enter Subject here"/>
Template:	<div>Workflow Notification</div> <div>Priority: %NotificationPriority</div> <div>Date Sent: 2016-12-12</div>
Message:	<input type="text"/>

[Lookup Recipient](#)
[Delivery Options](#)
☐ RichText

Click OK to send this notification and exit this page. Click Cancel to exit this page without sending a notification.
Click Apply to send this notification and remain on this page.

OK	Cancel	Apply
----	--------	-------

- b. To enter the recipient's e-mail address, click the 'Lookup Recipient' link.

Send Notification

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.

Notification Details

To:

CC:

BCC:

Priority: ▼

Subject: <Enter Subject here>

Template: Workflow Notification

Priority: %NotificationPriority

Date Sent: 2016-12-12

Message:

[Lookup Recipient](#)
[Delivery Options](#)
☐ RichText

Click OK to send this notification and exit this page. Click Cancel to exit this page without sending a notification.
Click Apply to send this notification and remain on this page.

- c. Enter the first recipient's name in the Name field of the Recipient Search section and click Search. A list of key word search results will be returned.

Send Notification

Lookup Address

Recipient Search

Name: wang,holly

Search

Search Results

Personalize | Find | View All | First | 1 of 1 | Last

To	cc	bcc	Recipient	Email Address	User ID
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			

Add to Recipient List

Recipient List

To:

CC:

BCC:

OK

Cancel

Send Notification

Lookup Address

Recipient Search

Name:

Search Results

To	cc	bcc		Recipient	Email Address	User ID
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Wang,Holly T.	hwang@umassp.edu	CHWANG
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Wang,Holly T.		SUM10062977

Recipient List

To:

CC:

BCC:

- d. Check the appropriate box --To, CC, BCC-- for the recipient and then click the 'Add to Recipient List' button. Repeat search/add steps for all required e-mail addresses. Once all recipients are added, click OK.

Send Notification

Lookup Address

Recipient Search

Name:

Search Results

To	cc	bcc		Recipient	Email Address	User ID
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Wang,Holly T.	hwang@umassp.edu	CHWANG
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Wang,Holly T.		SUM10062977

Recipient List

To:

CC:



BCC:

- e. Enter the Expense Report number as reference in the 'Subject' field. Additional detail can be entered in the 'Message' field. Once complete, click OK.

Favorites | Main Menu > Employee Self-Service

Send Notification

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.

Notification Details	
To:	Wang,Holly T./CHWANG
CC:	
BCC:	
Priority:	<input type="button" value="v"/>
Subject:	ER 0000319438 
Template:	Workflow Notification
	Priority: %NotificationPriority
	Date Sent: 2016-12-25
Message:	Expense Approval 319438 has been submitted for your approval. Thank you, Audrey 

[Lookup Recipient](#)
[Delivery Options](#)
☐ RichText

Click OK to send this notification and exit this page. Click Cancel to exit this page without sending a notification.
Click Apply to send this notification and remain on this page.


- f. Once 'OK' is clicked the navigation will route back to the Expense Report Entry page. This page can be exited at this point.

Favorites | Main Menu > Employee Self-Service



View Expense Report

Expense Report Detail

Audrey Sullivan [User Defaults](#) Report ID: 0000319438

General Information	
Description:	NACUA Conference New York, NY
Business Purpose:	Conference
Status:	Submission in Process
Default Location:	
Post State:	Not Applied
Comment:	Attended NACUA Conference in New York City 12/2/16-12/6/16. 
Reference:	
Last Updated:	12/25/2016 By: CASULLIV
GSA Per Diem Rates	

[Accounting Defaults](#) [Attachments](#) More Options:

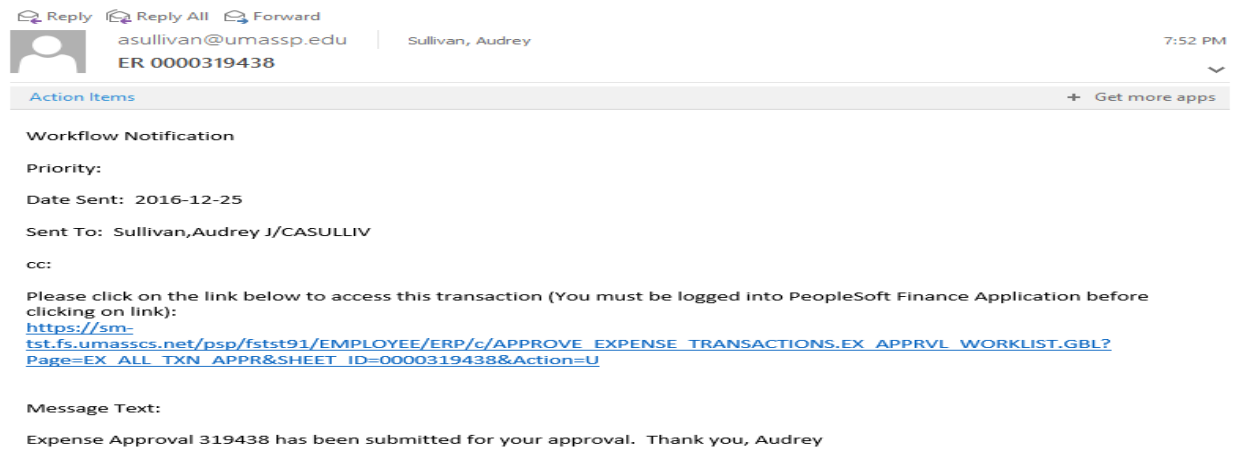
[Details](#)  Personalize | Find | View All |  First 1-4 of 4 Last

*Expense Type	*Expense Date	*Amount Spent	*Currency	*Payment Type	*Billing Type	
Hotel/Lodging	12/02/2016	350.00	USD	Paid via Procard	Procard	Detail
Mileage	12/02/2016	82.08	USD	Out of Pocket	Out-of-State Travel	Detail
Meals (Per Diem)	12/02/2016	185.00	USD	Out of Pocket	Out-of-State Travel	Detail
Business Meeting	12/02/2016	53.00	USD	Out of Pocket	Out-of-State Travel	Detail

Totals	
Employee Expenses:	670.08 USD
Non-Reimbursable Expenses:	0.00 USD
Prepaid Expenses:	350.00 USD
Employee Credits:	0.00 USD
Vendor Credits:	0.00 USD
Cash Advances Applied:	0.00 USD
Due Employee:	320.08 USD
Due Vendor:	0.00 USD

[Definition of Totals](#)

- g. The recipient will receive the notification in their Outlook inbox (example below). A link to the Expense Report will be included in the body of the e-mail.



*Note- Once an Expense Report is submitted, it can no longer be accessed by the employee or authorized user unless it is “sent back” by an approver. If an Expense Report is sent back for revision, the creator of the Expense Report will receive an e-mail notification from the approver who has sent it back. The notification will include the reason that the Expense Report is being sent back and the steps needed to correct it. The Expense Report will then need to be submitted through the full cycle of workflow approval again.

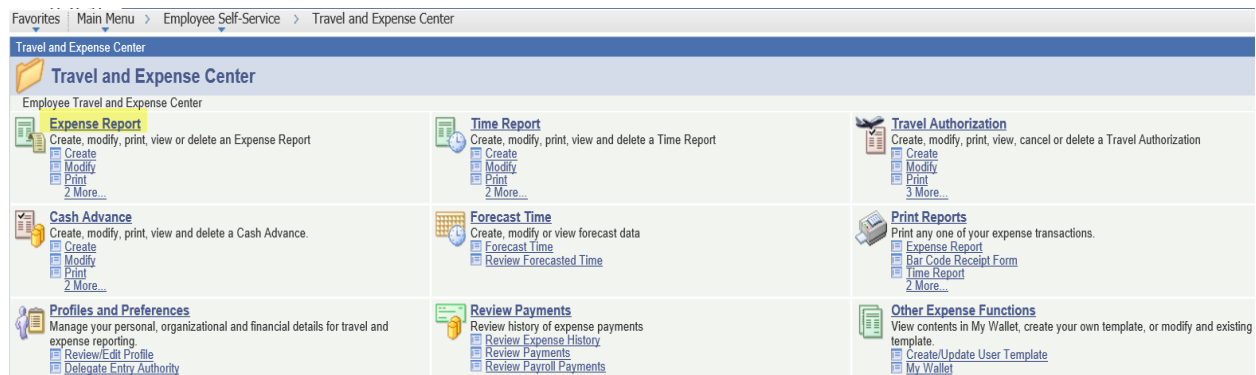
Additional Expense Report Actions (Modify , View, Print, Delete)

Please note the following regarding additional action on an ER:

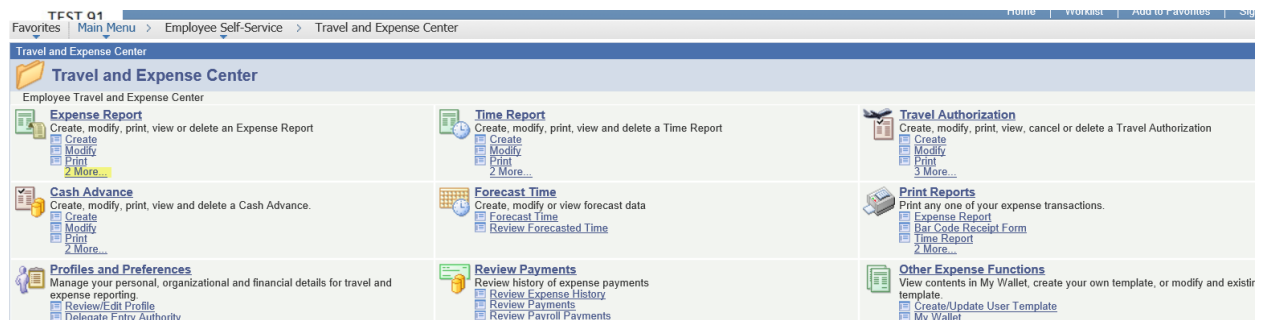
- An Expense Report cannot be deleted or modified if it has been fully approved by the PrePay Auditor.
- If an ER has already been submitted (but not fully approved), the ER can be returned to the Creator to complete the applicable action.
- An ER can be viewed and printed at any phase of the approval process including after it has been fully approved.

Follow the steps below to access these actions via the Expense Report Menu:

1. From the Main Menu, navigate to **Employee Self-Service/ Travel and Expense Center (folder)**. Under the **Expense Report** header, click on the hyperlink of the applicable action to be performed.



Click '**2 More**' to display the full menu including the Delete and View hyperlinks



2. Once the applicable hyperlink has been selected, follow the field prompts to complete the action.

