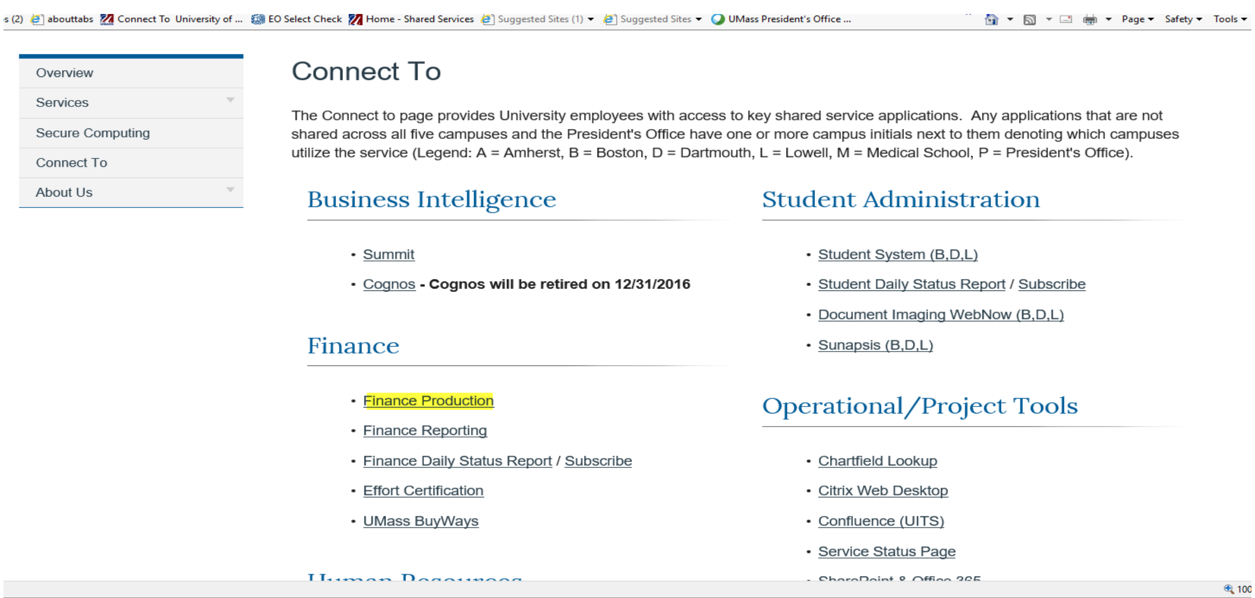
Expense Report Entry-Job Aid

Contents

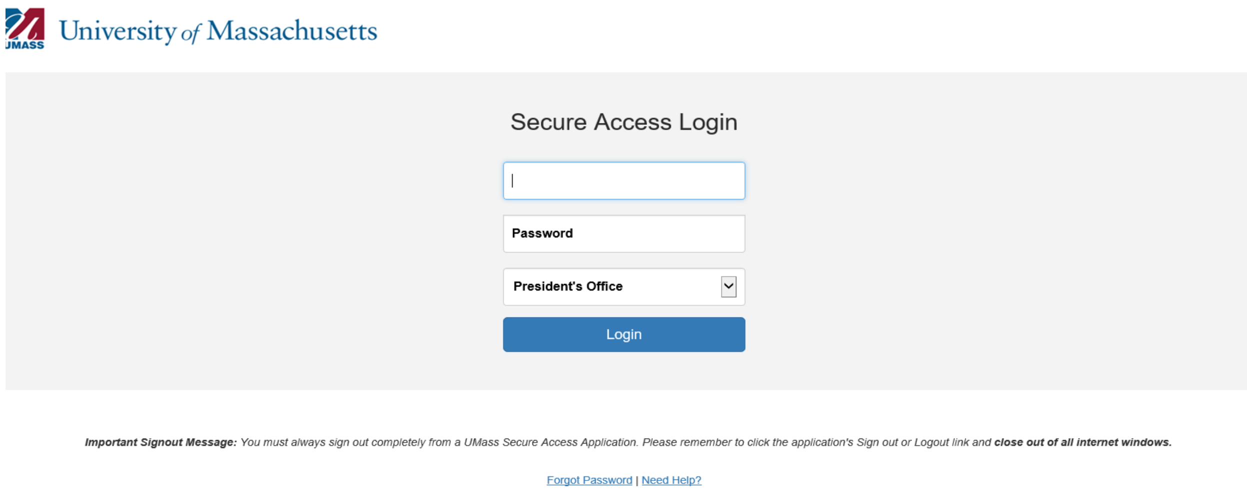
Creating an Expense Report (ER)

1. Navigate to the UMass 'Connect To' page: https://www.umassp.edu/connect

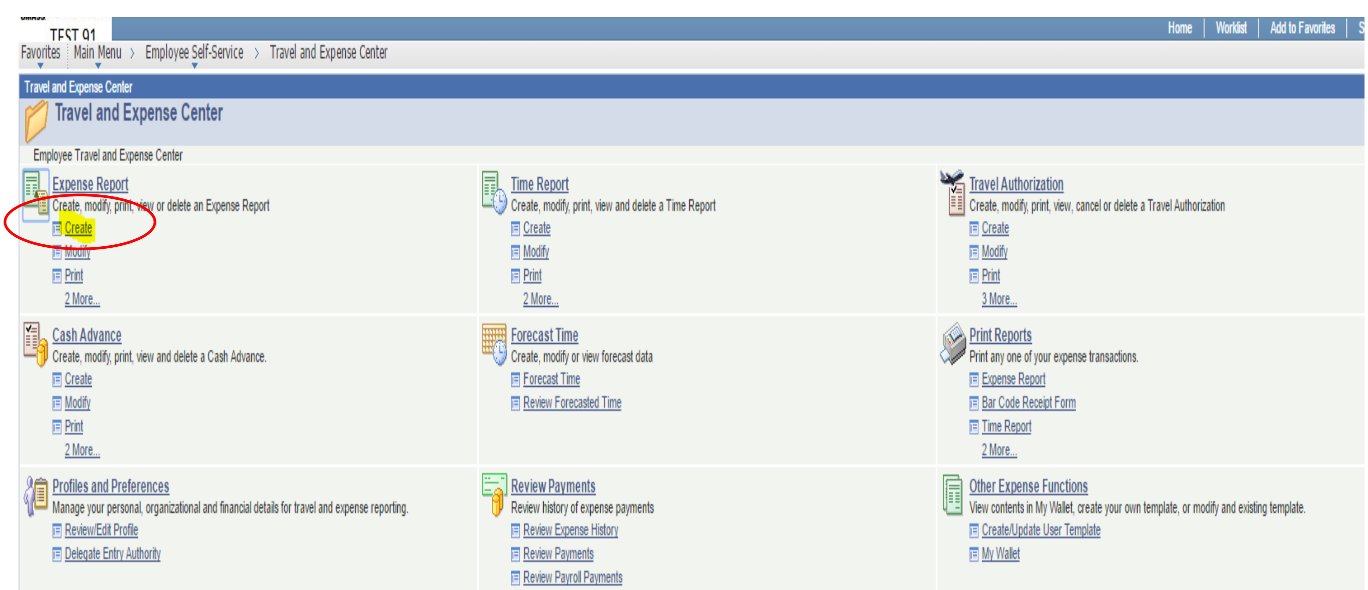
2. From this page, click on the Finance Production link.



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



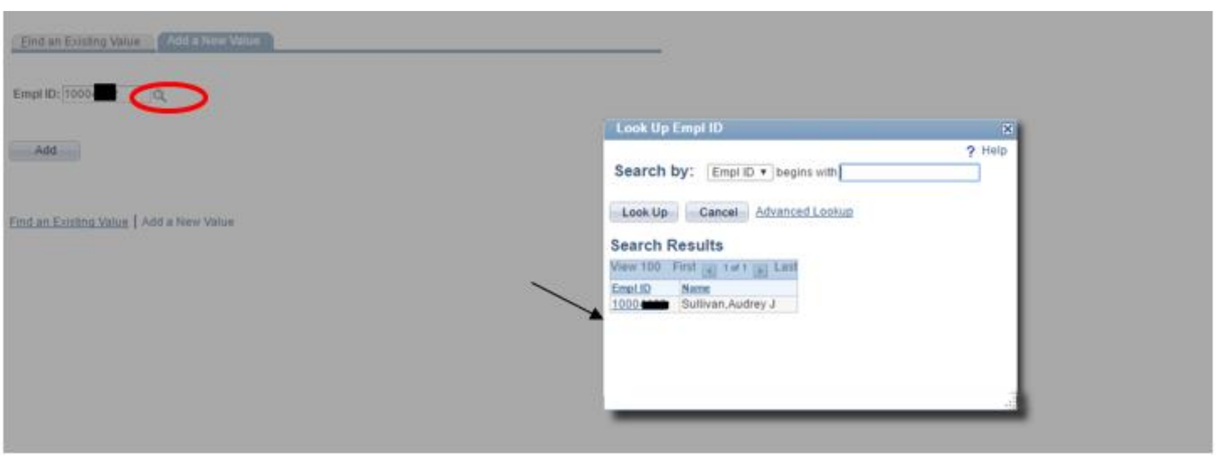
4. From the Main Menu, navigate to *Employee Self Service /Travel and Expense Center*. Click 'Create' under the Expense Report menu.



5. The users Employee ID will automatically default.

   a. If the user is entering a report for themselves, click ‘Add a New Value’.

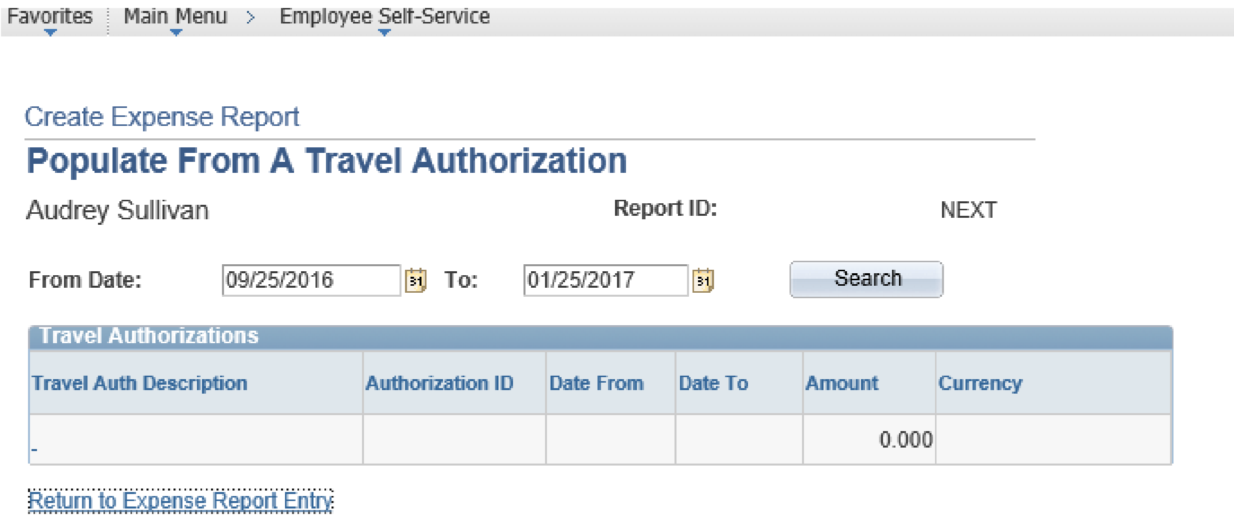
6. If the user is creating an Expense Report for another employee, click on the magnifying glass and the list of employees that the user is authorized to enter for will be returned. Click on the Employee ID link to the left of the name. Click Add.



7. The navigation will then route to a screen that will enable the selection of a Travel Authorization to populate the Expense Report.

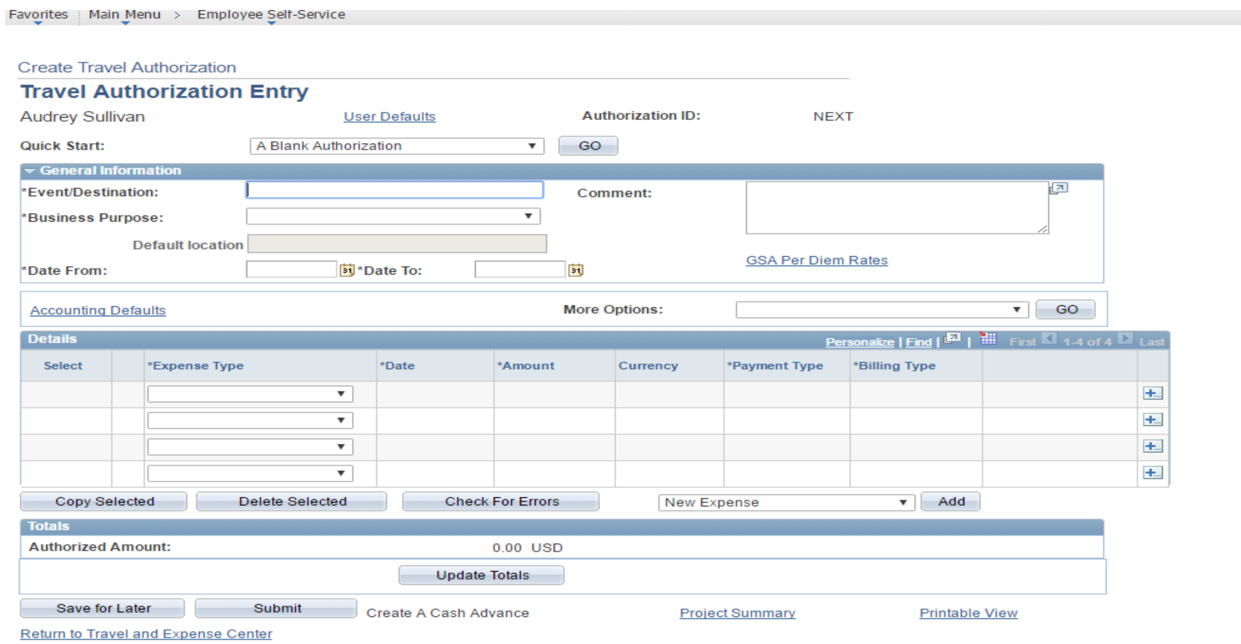
   - If a Travel Authorization for the travel being expensed was required per policy, the TA must be populated into the Expense Report (step 7a below)
   - If a TA was not required per policy for the incurred expenses the Expense Report can be created with a TA (step 7b below)

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).



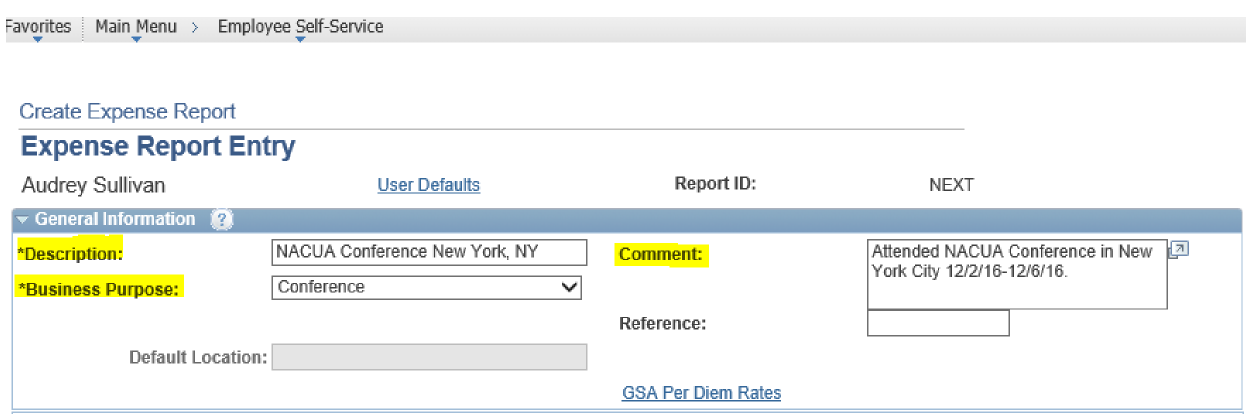
b. **If a Travel Authorization will not be used to populate the TA click the 'Return to Expense Report Entry' link**

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

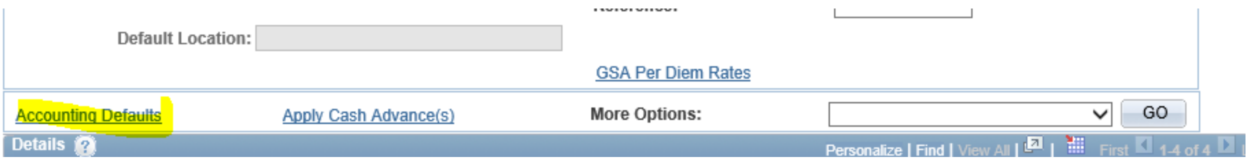


In the Expense Report Entry page complete the fields in the 'General Information' Section (*required):

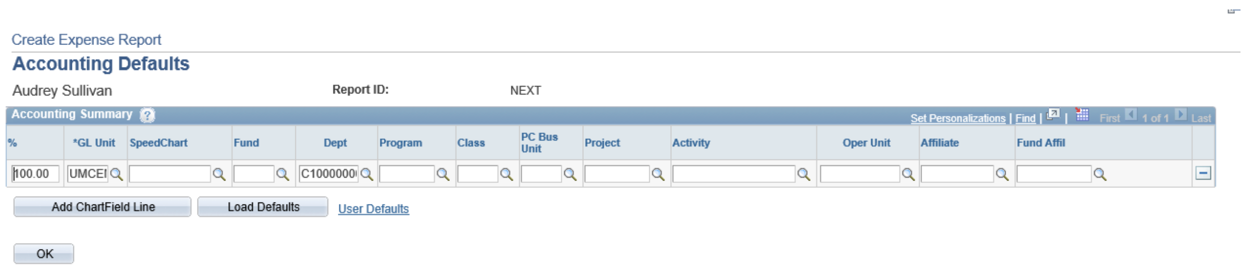
a. ***Description-** Enter the description of the purpose of travel
b. ***Business Purpose-** From the drop-down menu, choose the purpose of travel. If 'Other' is chosen the business purpose should be clearly defined I the Comments section.
c. **Comment-** This field should be used to enter any additional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



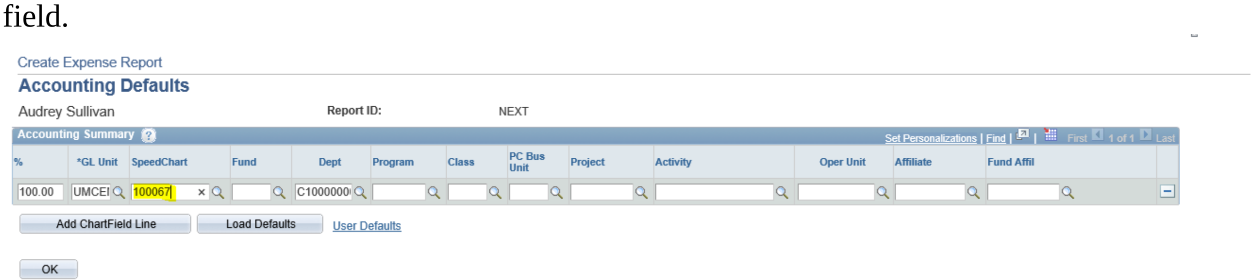
9. Next click on the 'Accounting Defaults' hyperlink.



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



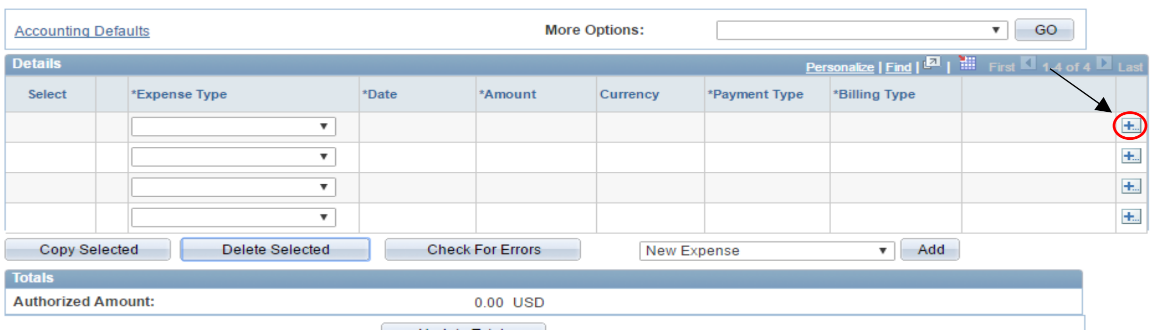
b. Enter the speedtype that the expenses will be charged to in the 'Speedchart' field (this information can be obtained from your department manager). Then tab over to the Fund field.



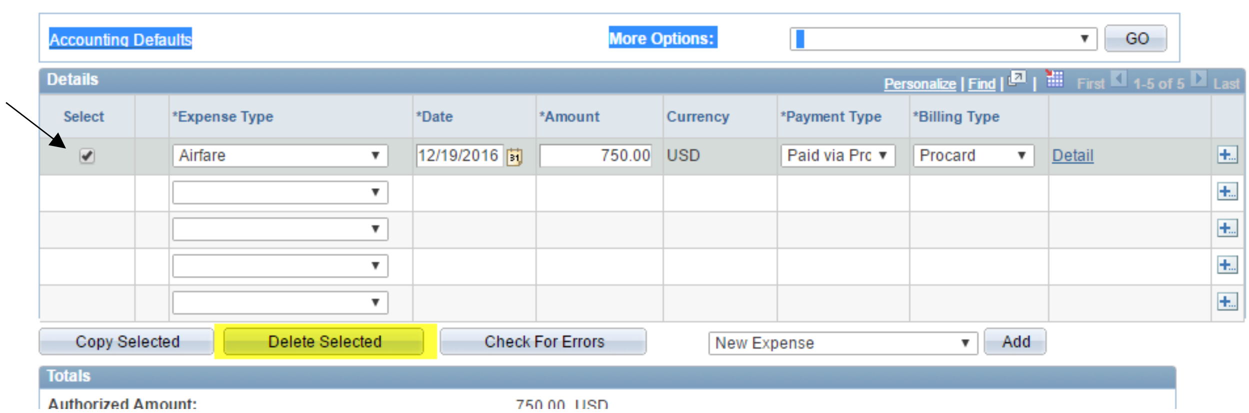
c. When you tab out of the 'Speedchart' field, the fields for the speedtype that was entered will populate and the speedtype entered will disappear from the field. (This is okay as the Speedchart field does not be populated to move to the next step). Click OK

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:

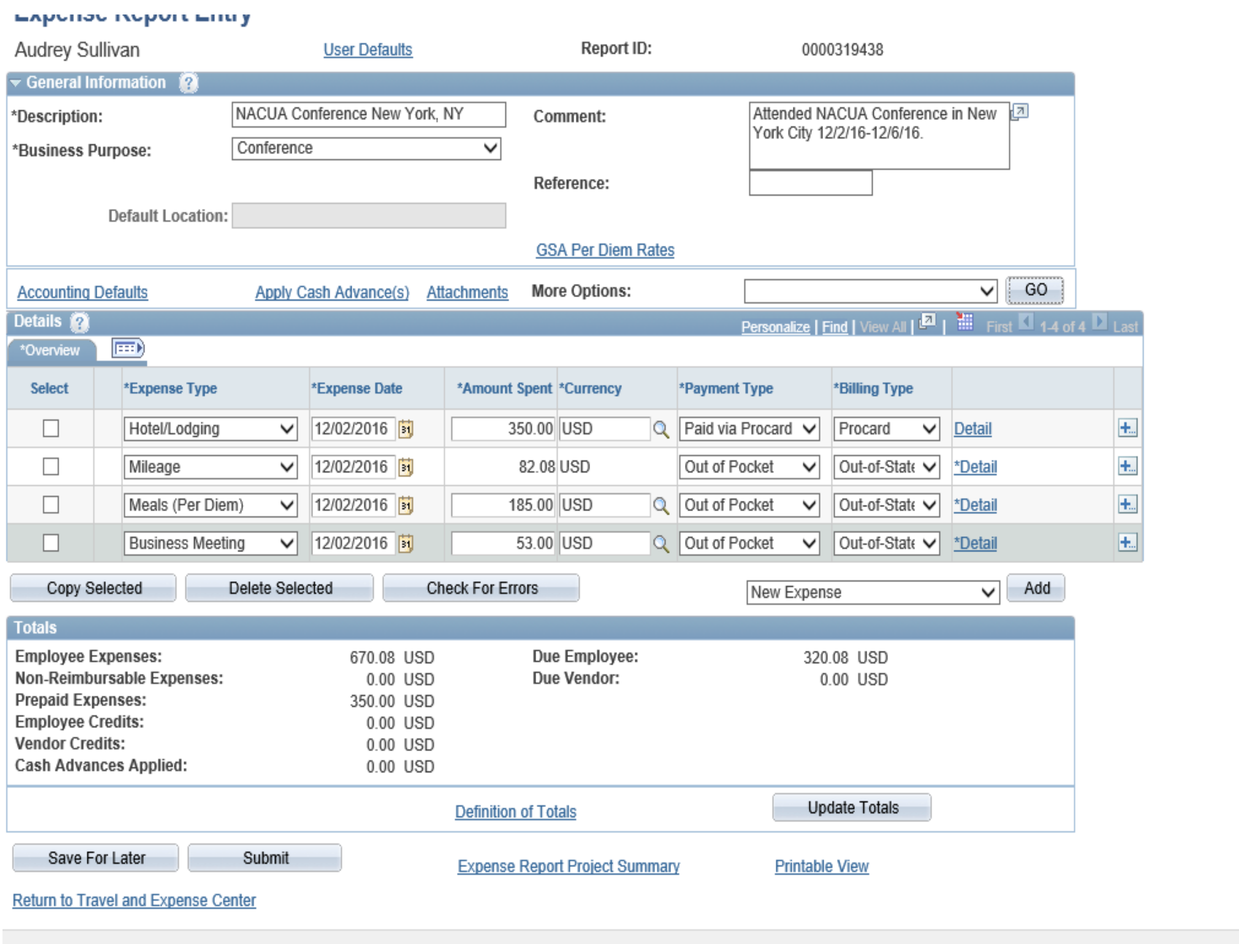
- To add additional expense lines-, click on the + icon. A dialogue box will appear where the number of rows to be added can be entered. Click ok



- 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.



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

*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	
☐	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	*Detail
☐	Meals (Per Diem)	12/02/2016	185.00	USD	Out of Pocket	Out-of-State	*Detail
☐	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

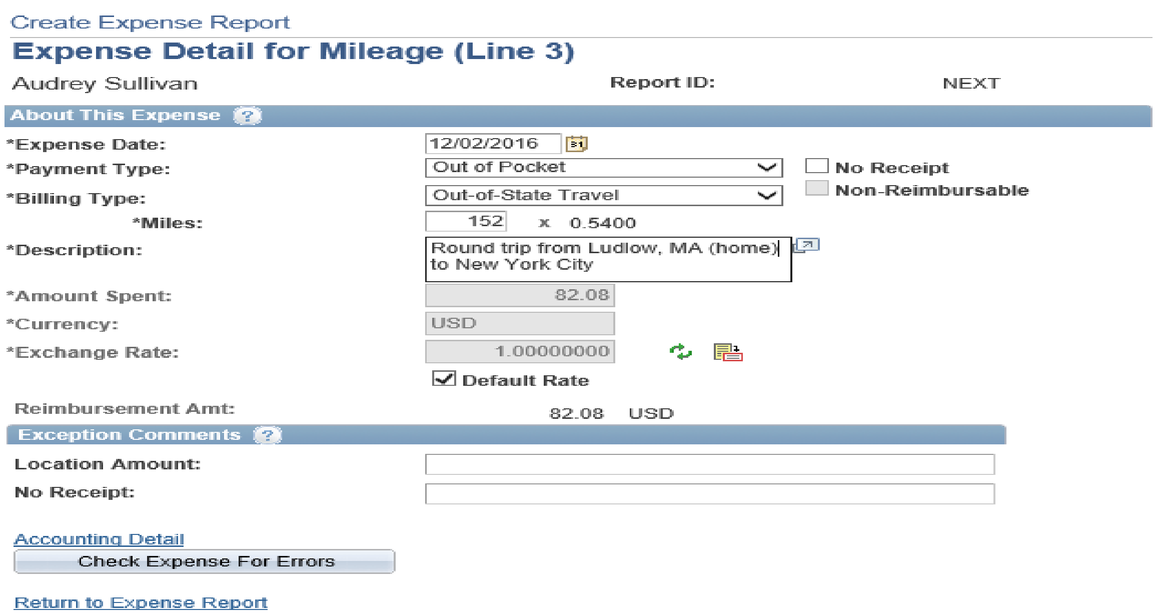
Return to Travel and Expense Center

a. ***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.

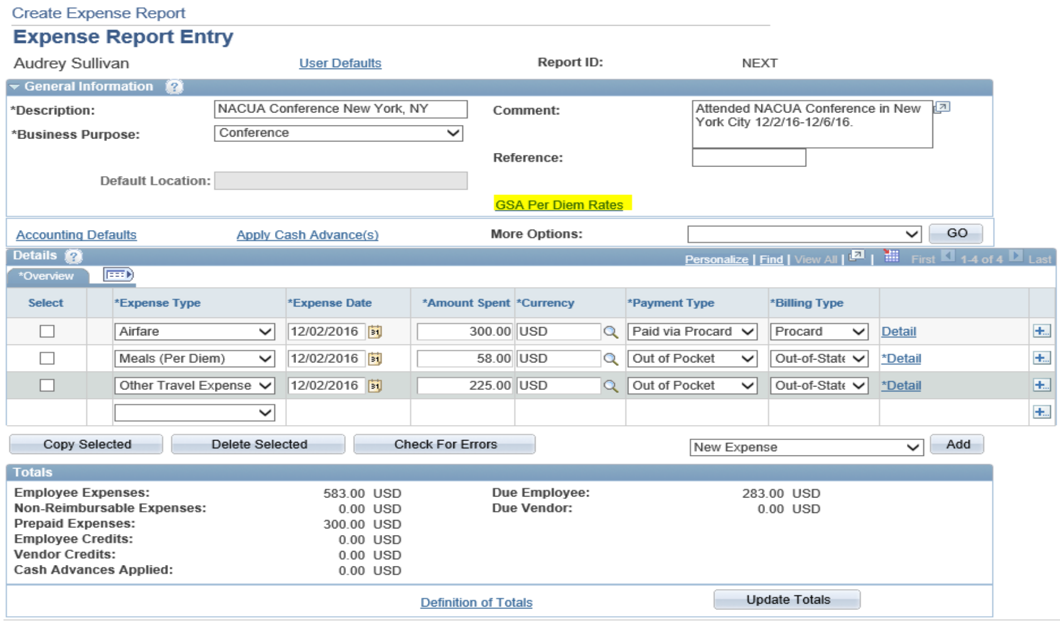
b. ***Expense Date***- date of expense/travel date.

c. ***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   No Receipt
*Billing Type: Out-of-State Travel   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
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

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) | 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	
☐	Airfare	12/02/2016	300.00	USD	Paid via Procard	Procard	Detail
☐	Meals (Per Diem)	12/02/2016	58.00	USD	Out of Pocket	Out-of-State	*Detail
☐	Other Travel Expense	12/02/2016	225.00	USD	Out of Pocket	Out-of-State	*Detail

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

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 | Update Totals

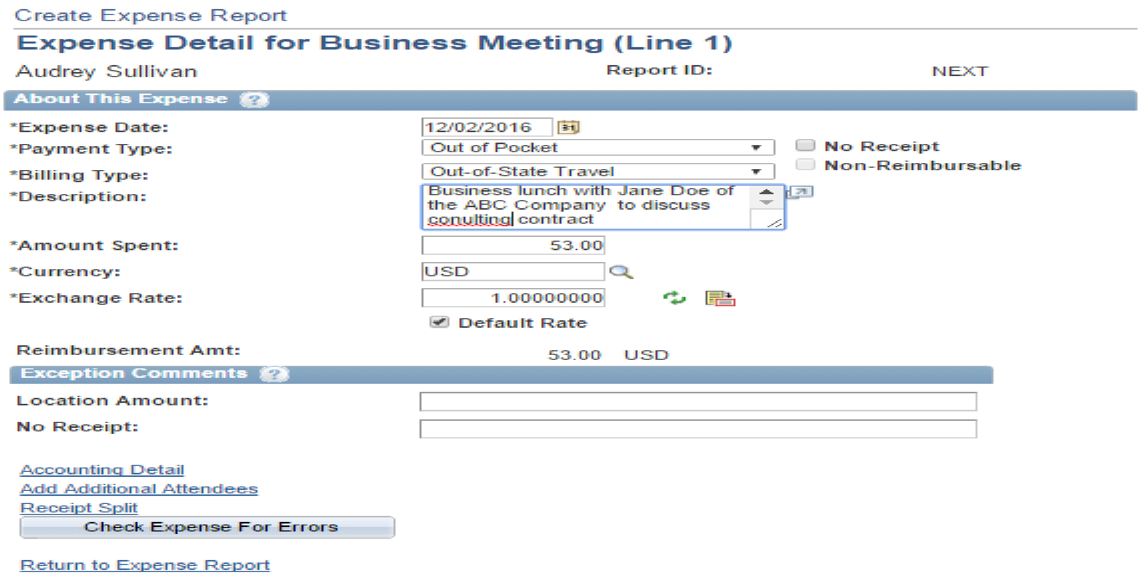
d. **Currency-** will automatically default to 'USD'.

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 <u>full</u> 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
*Payment Type:	Out of Pocket
*Billing Type:	Out-of-State Travel
*Description:	Business lunch with Jane Doe of the ABC Company to discuss conulting contract
*Amount Spent:	53.00
*Currency:	USD
*Exchange Rate:	1.00000000
	Default Rate
Reimbursement Amt:	53.00 USD

No Receipt
Non-Reimbursable

Exception Comments

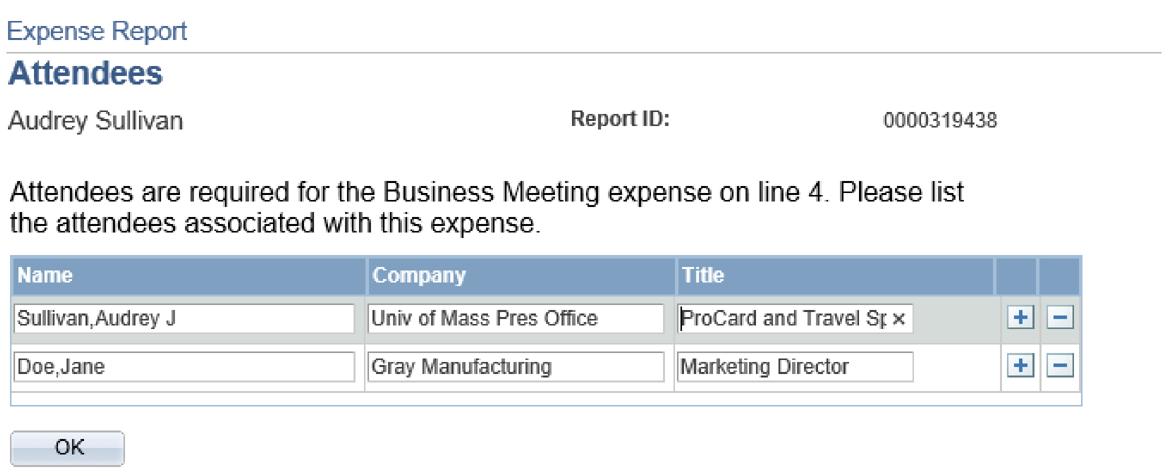
Location Amount:
No Receipt:

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 is 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

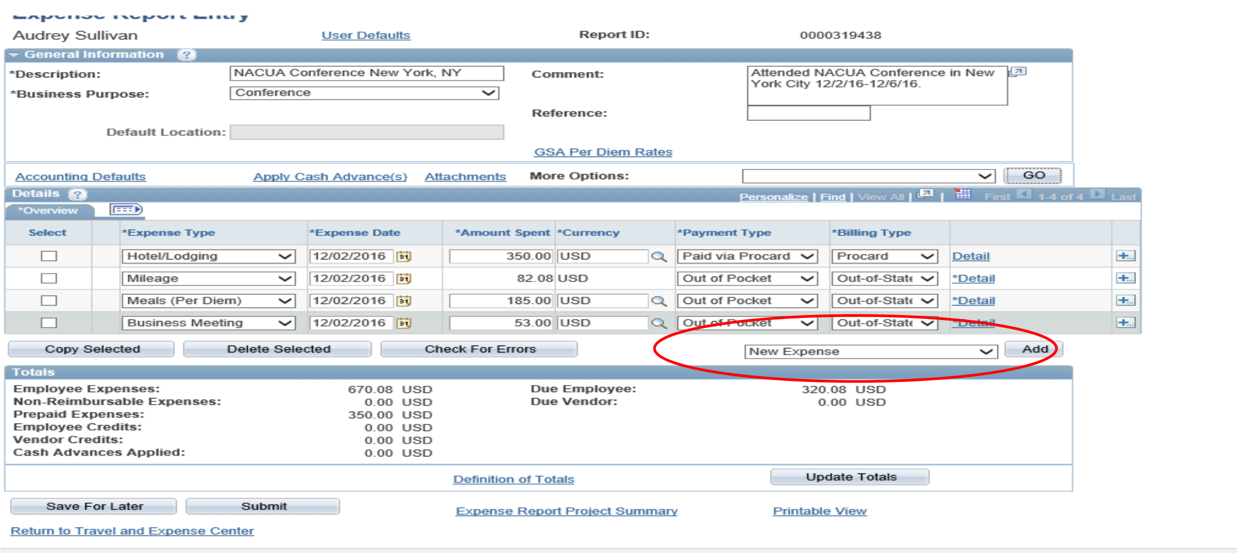
Attendees are required for the Business Meeting expense on line 4. Please list the attendees associated with this expense.

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

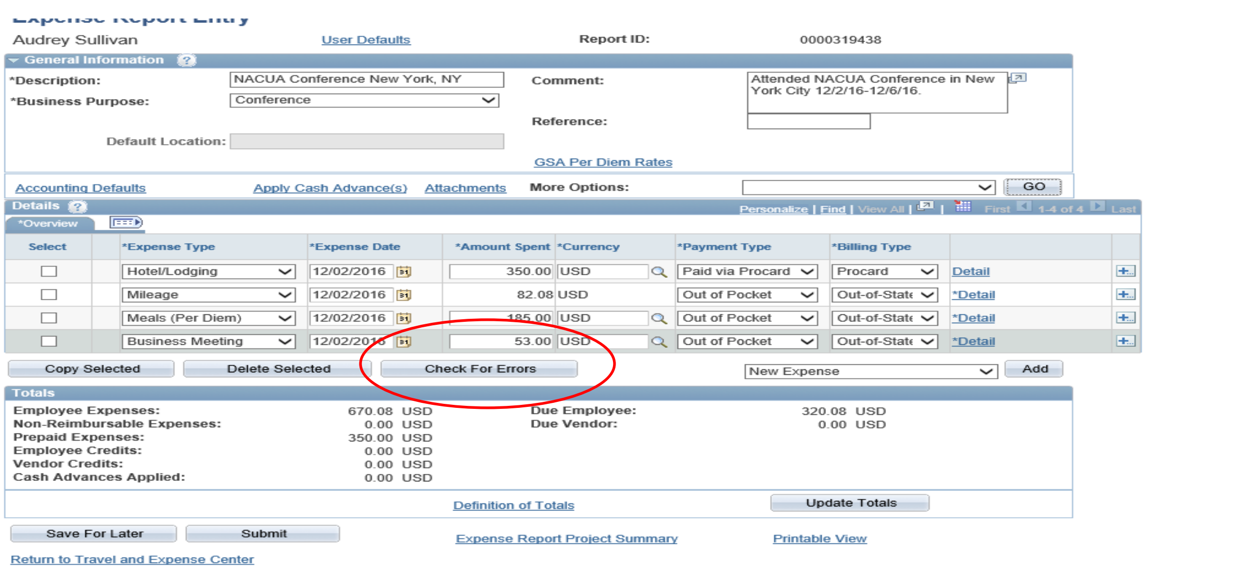
OK

➢ 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.

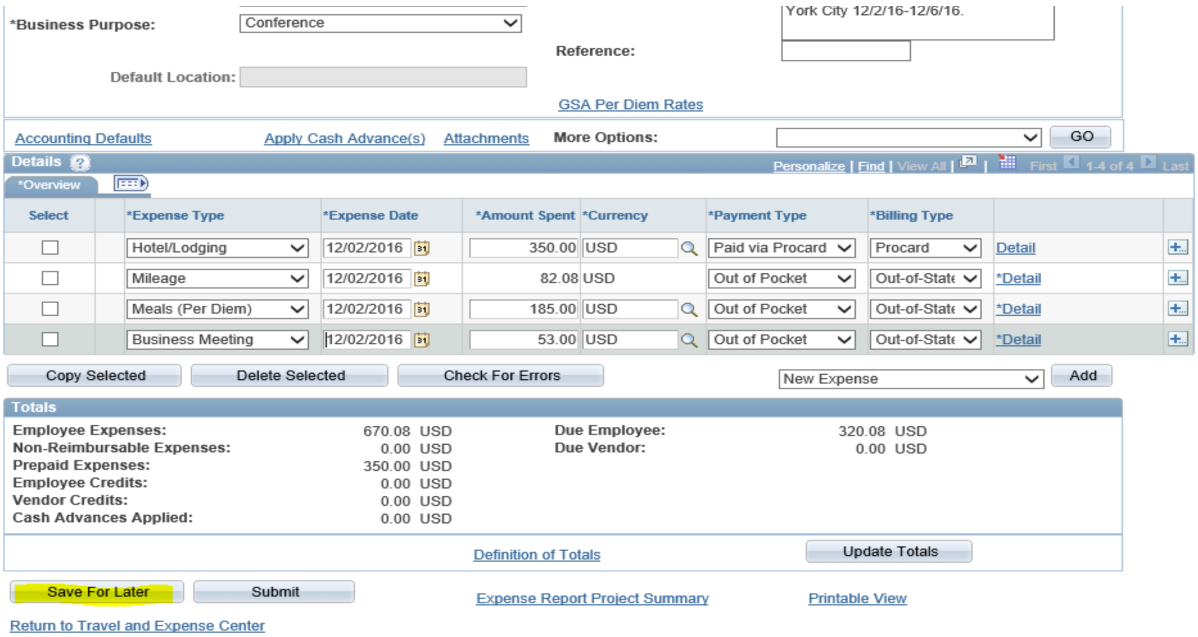


- Check for Errors button- this option can be used to check for errors in the ER. The ER will automatically be checked for errors upon saving.



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

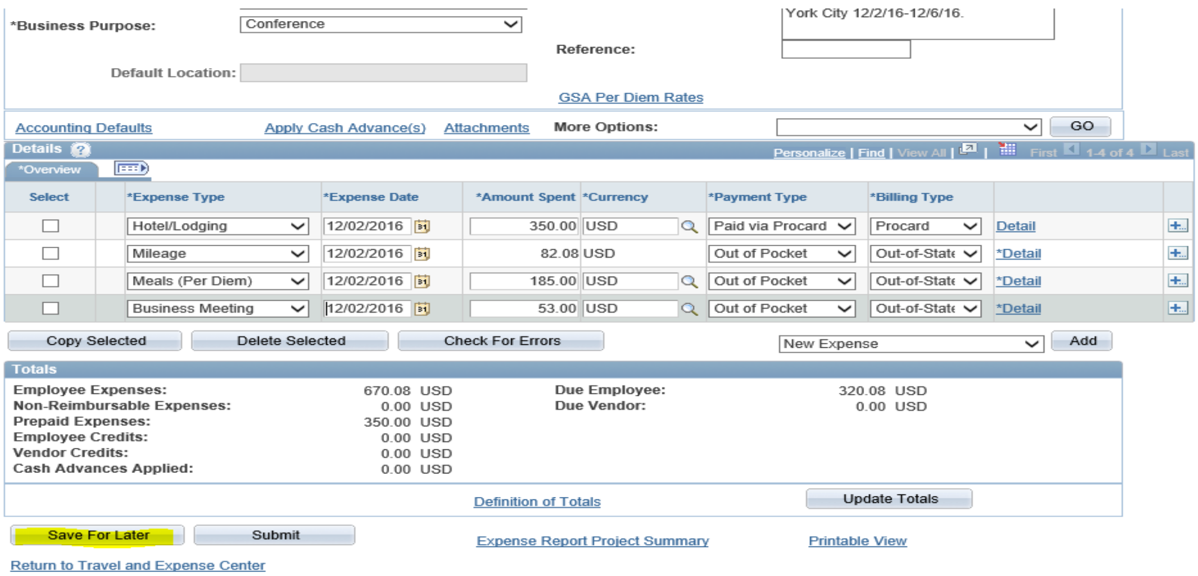
- If report is being saved for later entry/submission, click 'Save for Later'. See step 1-a. on pg. 14 below if error flags exist. See step 2 on pg. 15 below if ready to attach documents.
- The report can be accessed later by navigating to- *Employee Self-Service/Travel and Expense Center/Expense Reports/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



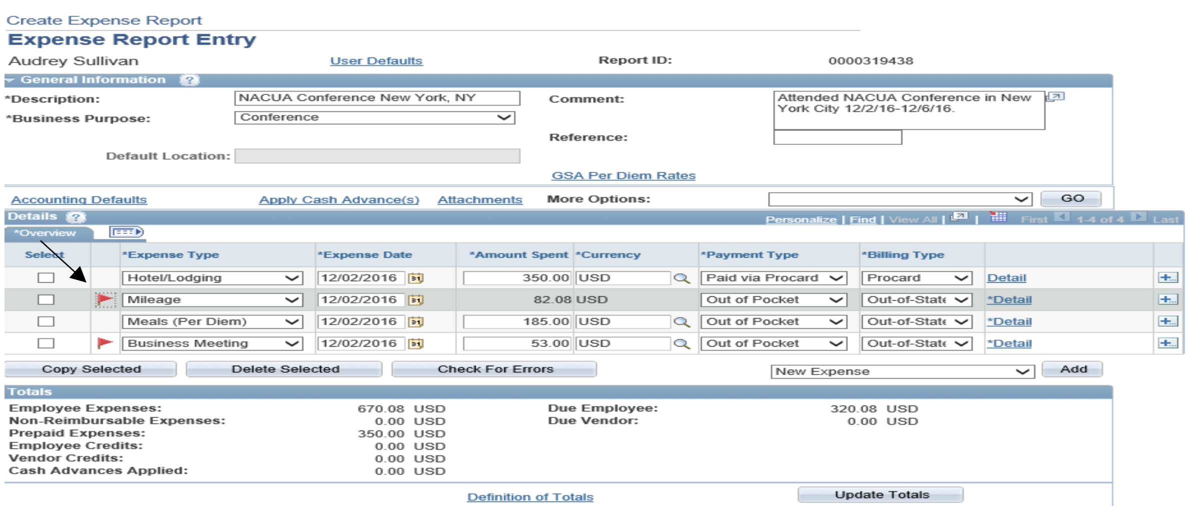
- If ER is ready to be submitted proceed to the next step below.

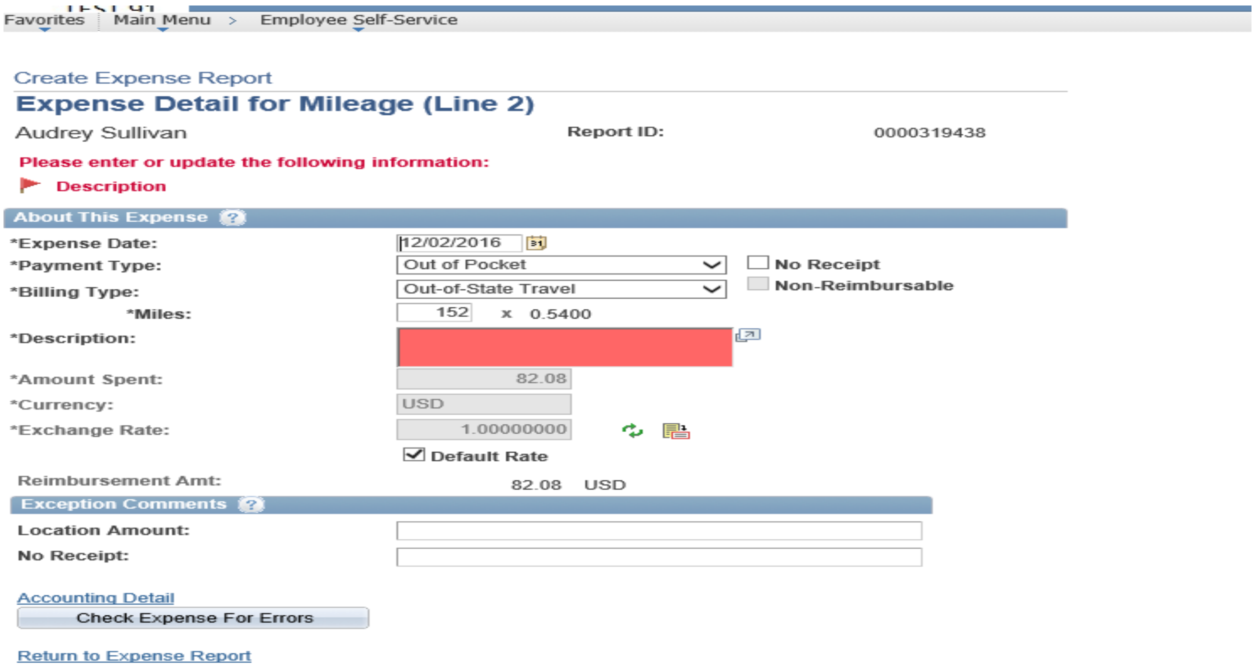
Submitting an Expense Report for Approval

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



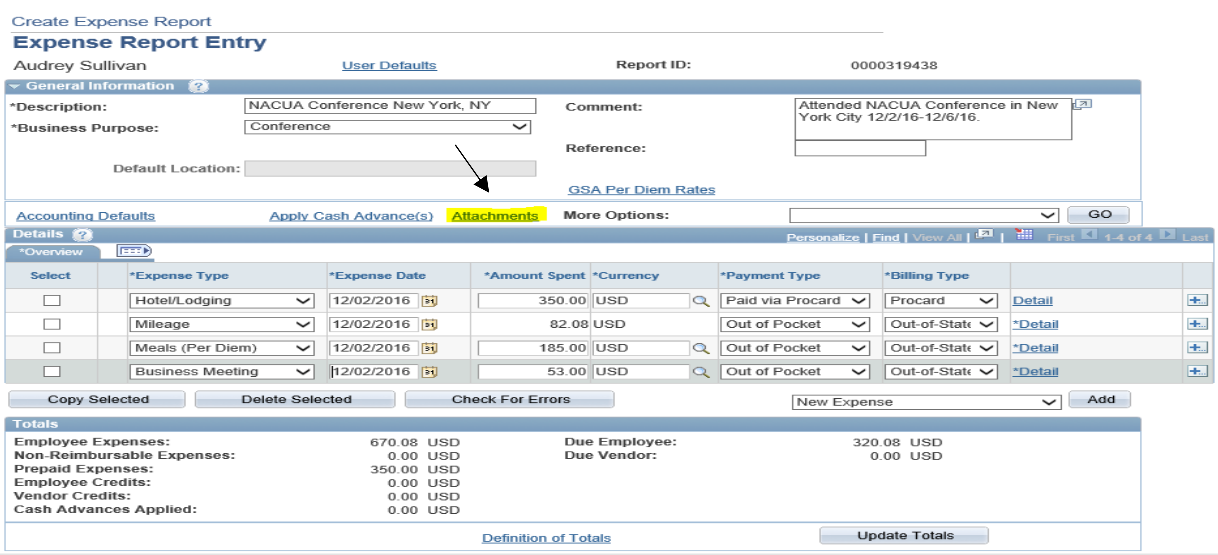
a. Any existing errors in the Expense Report will be indicated with a red flag. Click on the red flag to navigate to the field in error. A description of the error will be detailed in red.



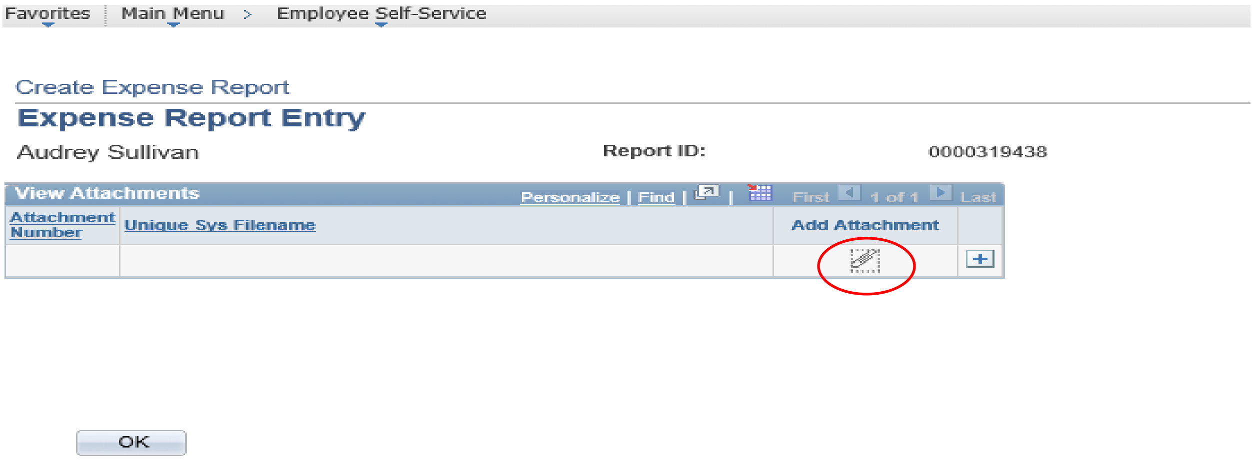


b. Once all errors have been corrected, click Save for Later again. No red flags should exist.

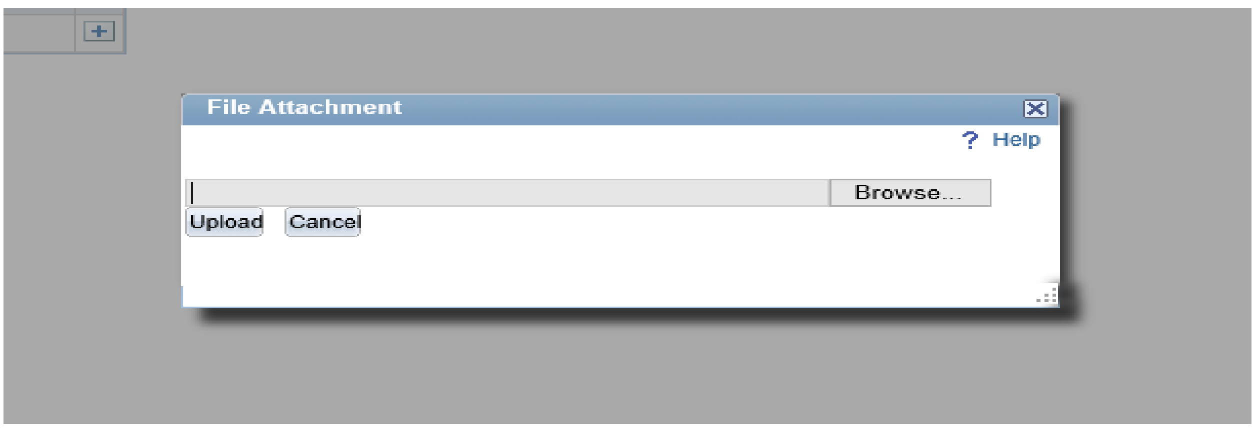
2. Next click on the 'Attachments' link. This will be used to attach receipts and backup documentation required for the Expense Report.



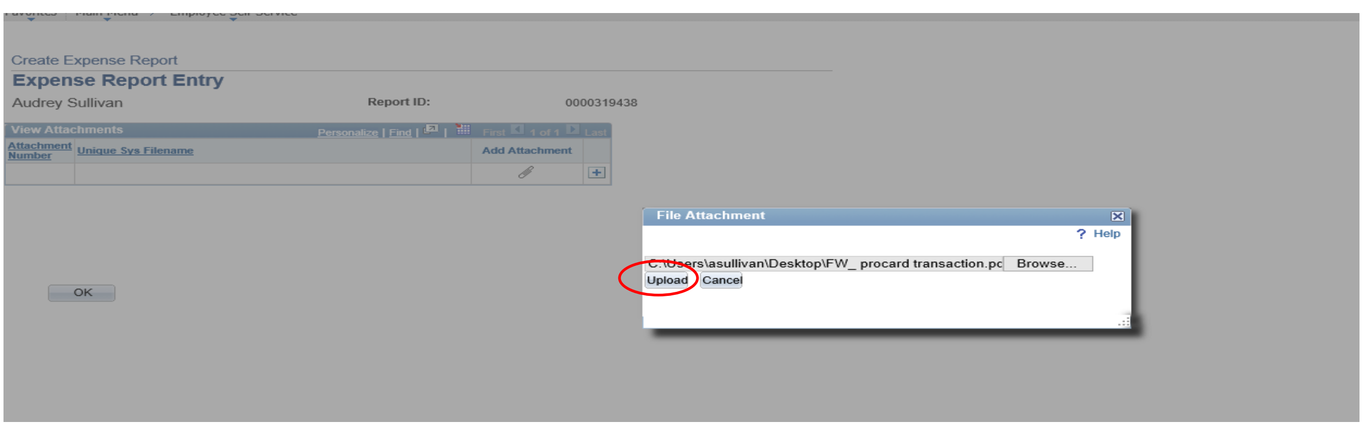
a. Click on the ‘Add Attachment’ icon



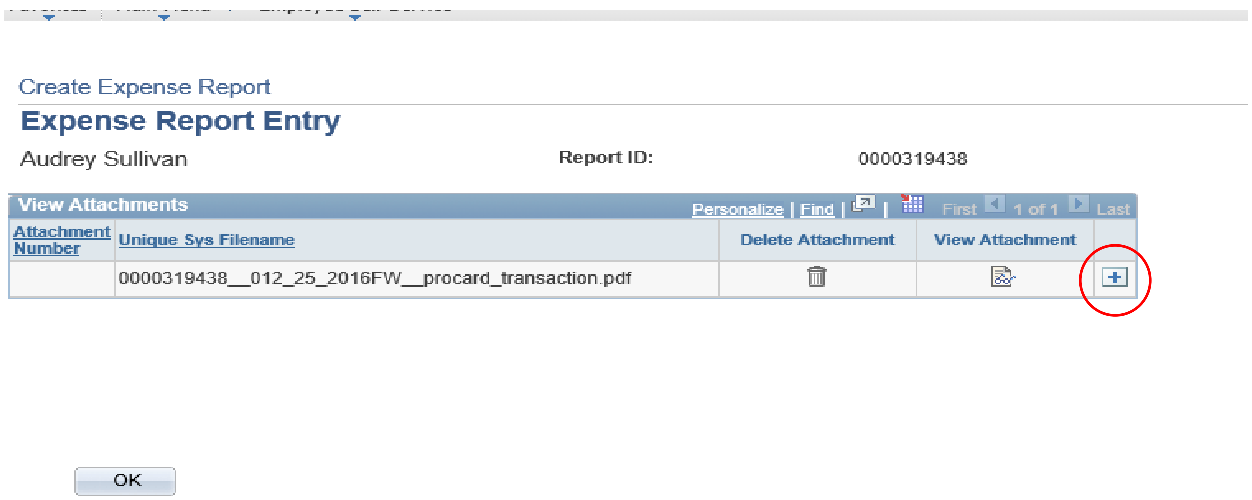
b. Click Browse to search for the applicable file. **Attachments should be in PDF or other imaging format such as JPEG or TIFF. MS Word or Excel should NEVER be used**.

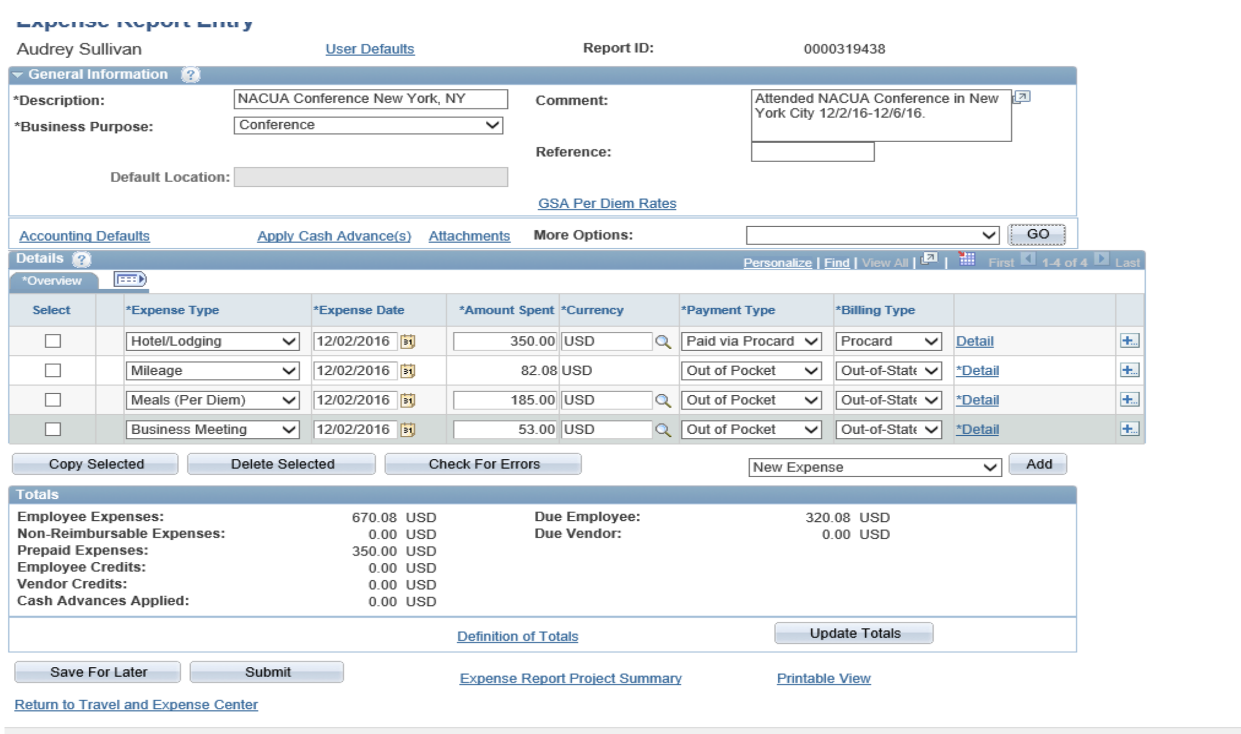


c. Choose file and click ‘Upload’ to attach.

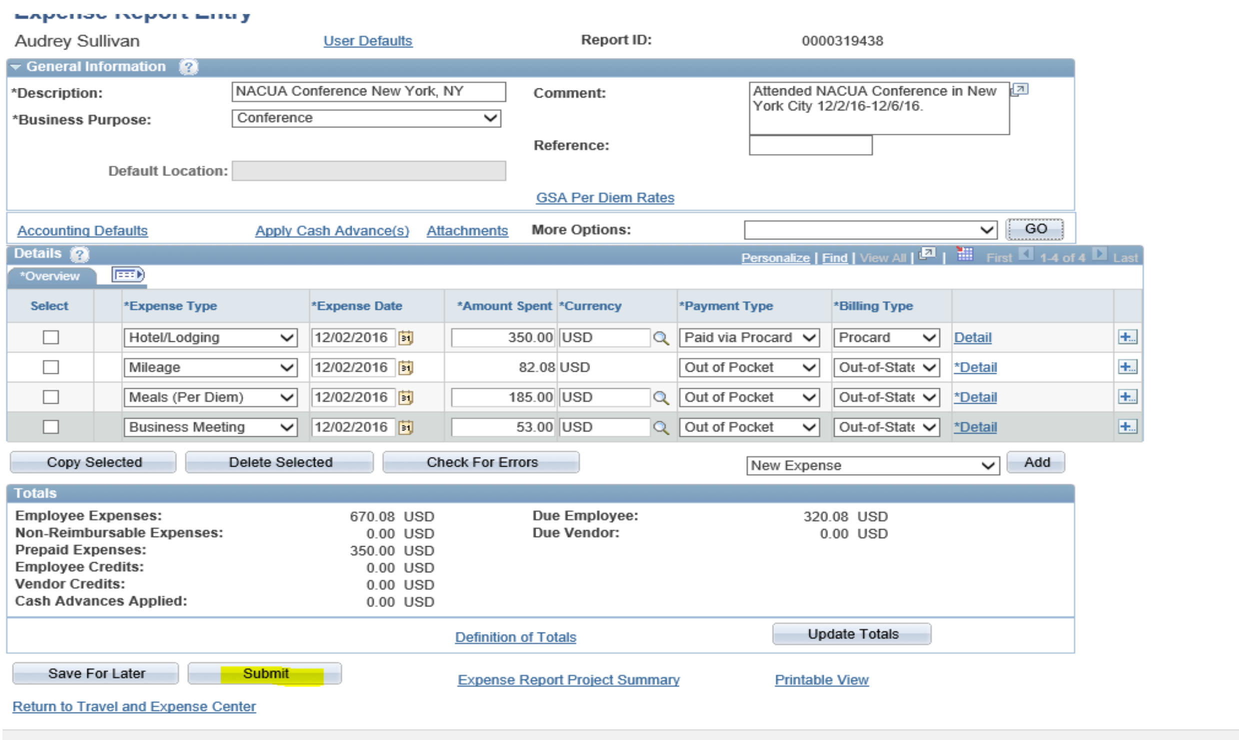


d. Additional attachments can be added by clicking on the '+' icon

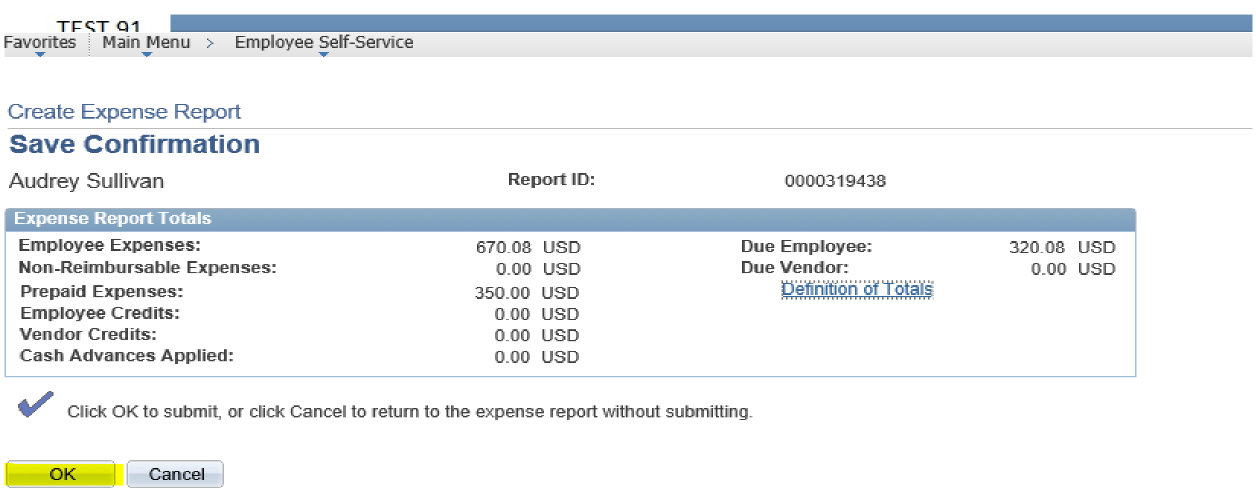




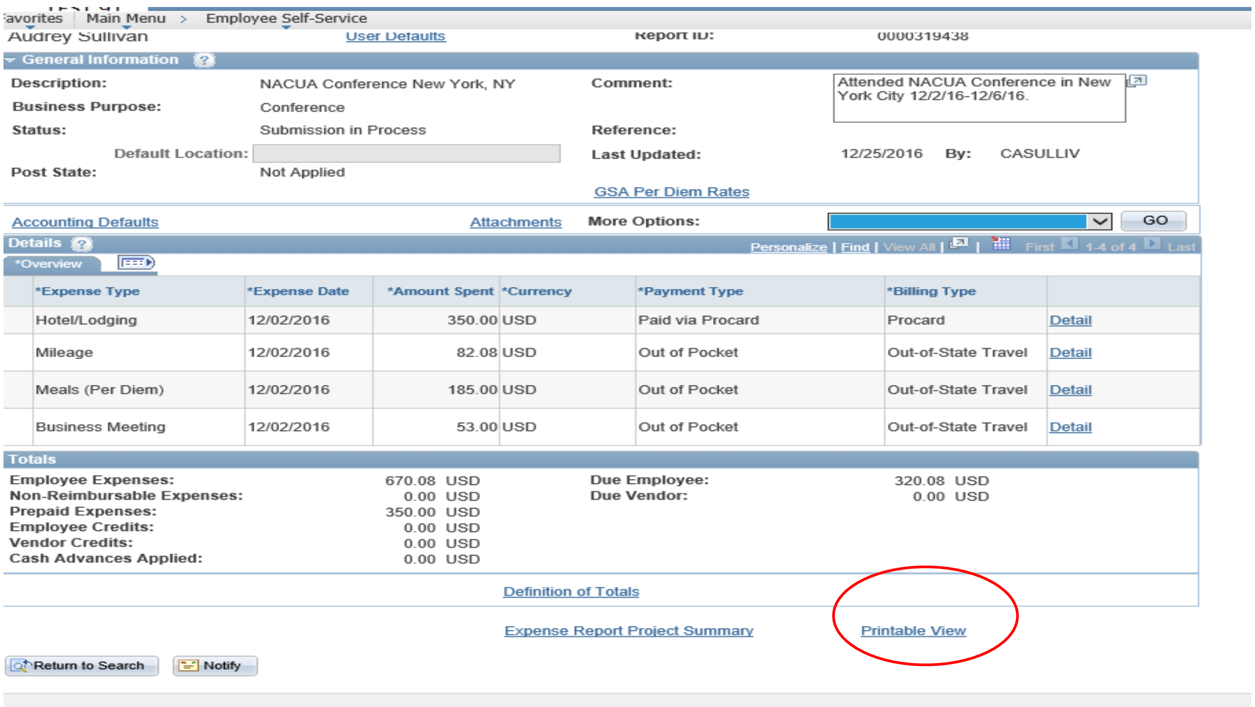
3. Once all documents have been attached and report is ready to be submitted for approval, click ‘Submit’.



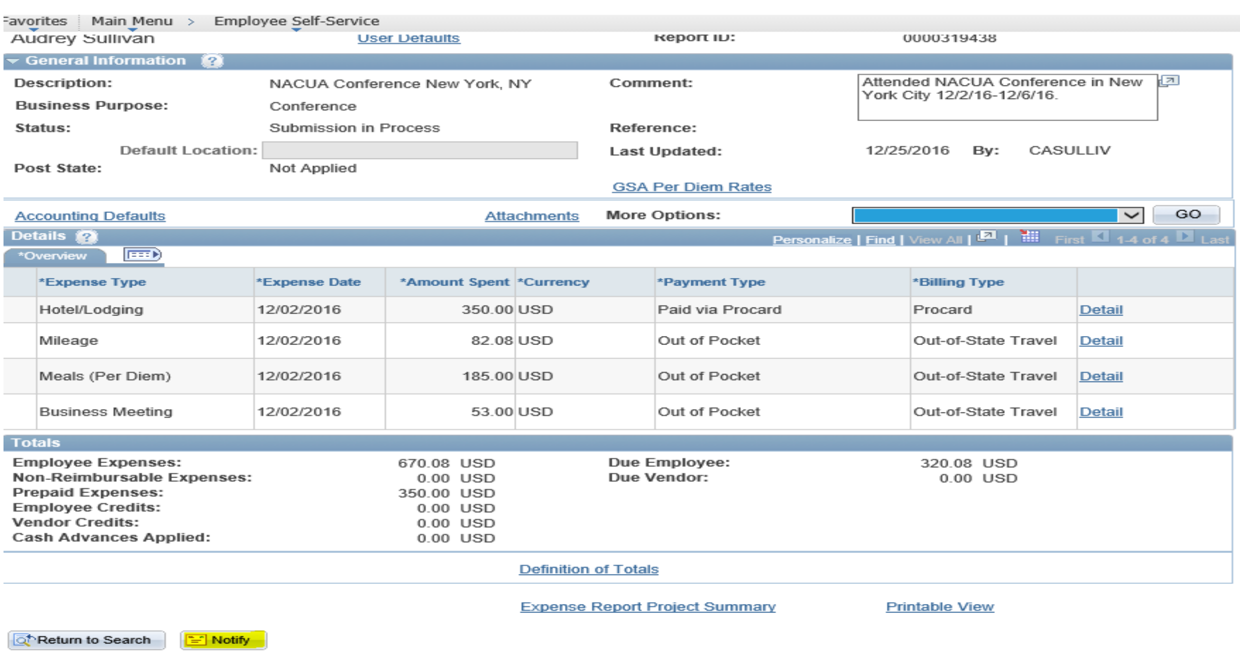
4. A page will appear to allow final validation of submission. To proceed with submission, click ‘OK’



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.



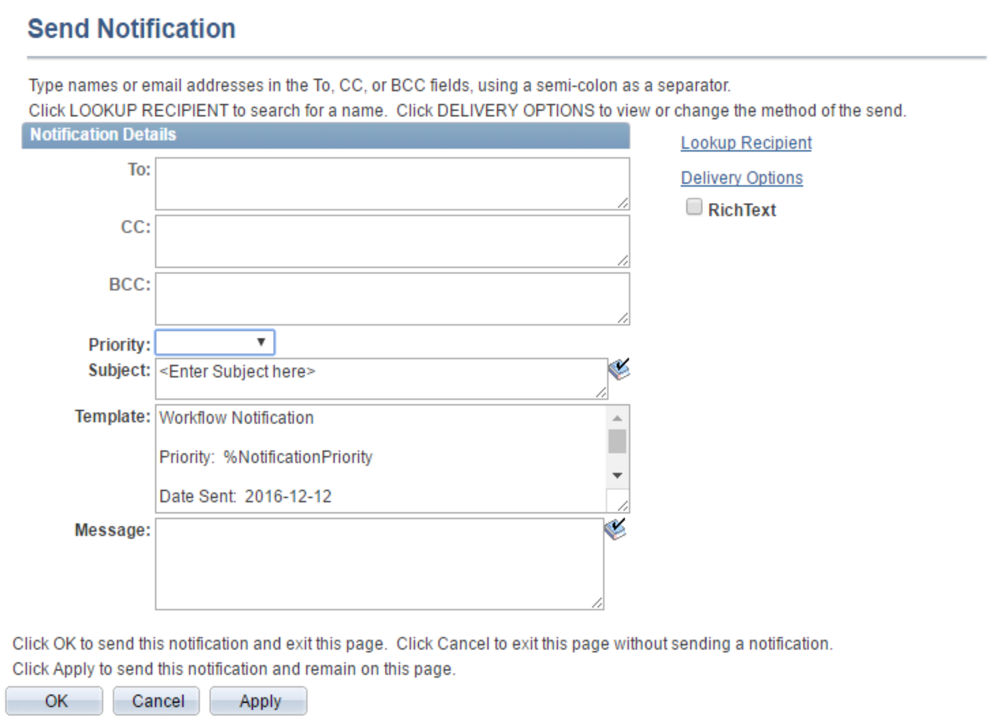
6. As the last step, the employee’s department manager/designated approver(s) must be notified that the Expense Report is ready for approval. To proceed to this step, make note of the Expense Report ID and click the Notify button at the bottom page.



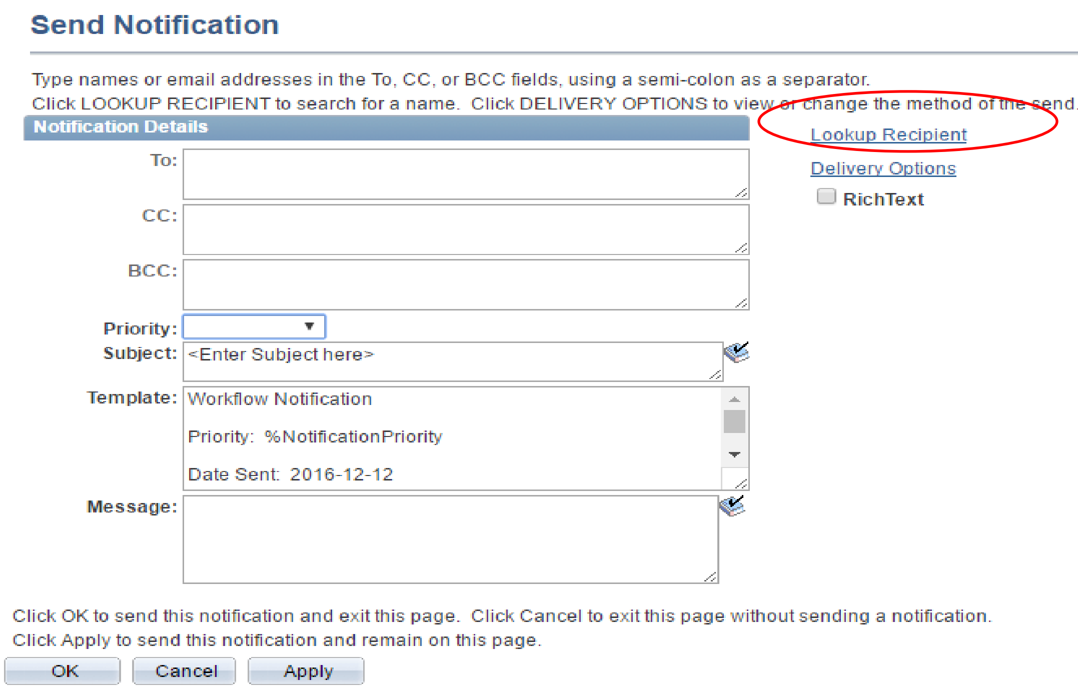
a. This navigation will lead to the Send Notification page (below). This page allows for the creation of a PeopleSoft generated e-mail to be sent to the Expense Report approver(s). The e-mail acts as notification that the Report is ready for approval.

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

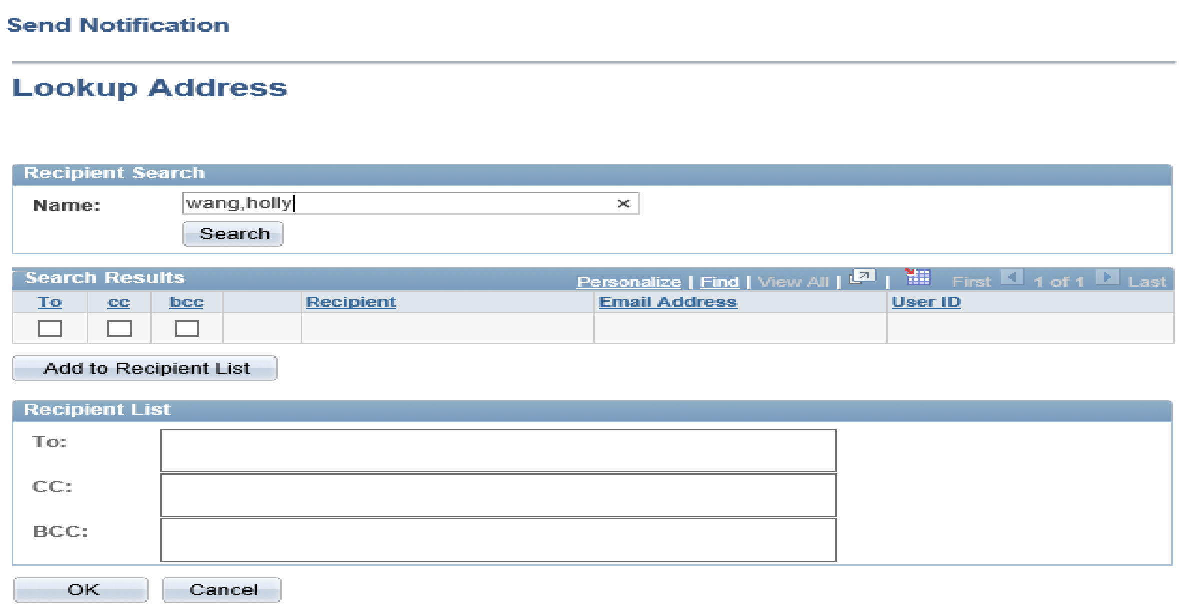
- **<u>Donahue Institute employees</u>-** It is not necessary to send an e-mail notification once an ER is submitted. As the next step in the workflow, Debbie Rice will monitor and review all D.I. department ERs from her worklist and then notify the applicable Department Manager/PI that the ER is ready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

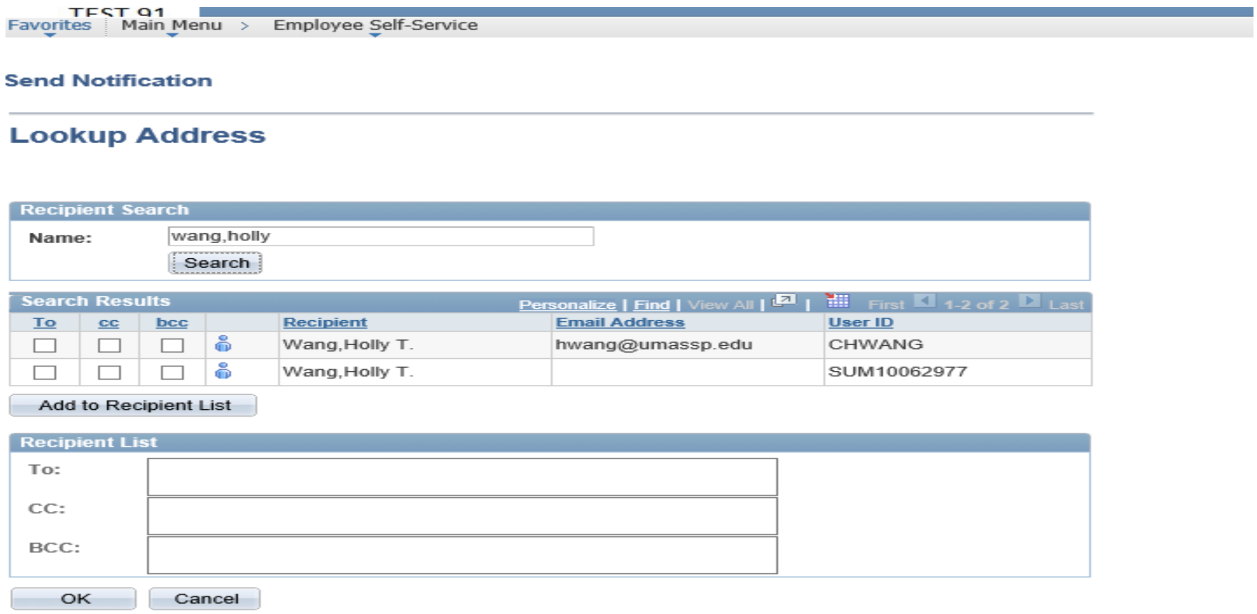


b. To enter the recipient's e-mail address, click the 'Lookup Recipient' link.

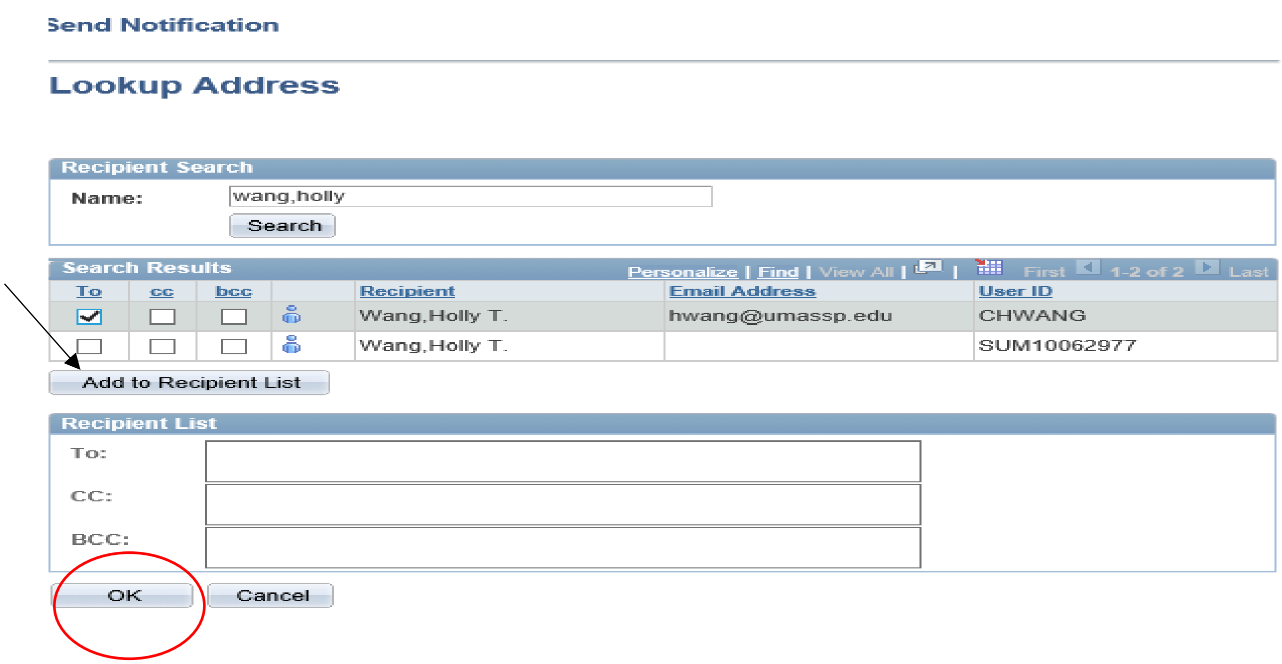


c. Enter the first recipient's name in the Name field of the Recipient Search section and click Search. A list of key word search results will be returned.

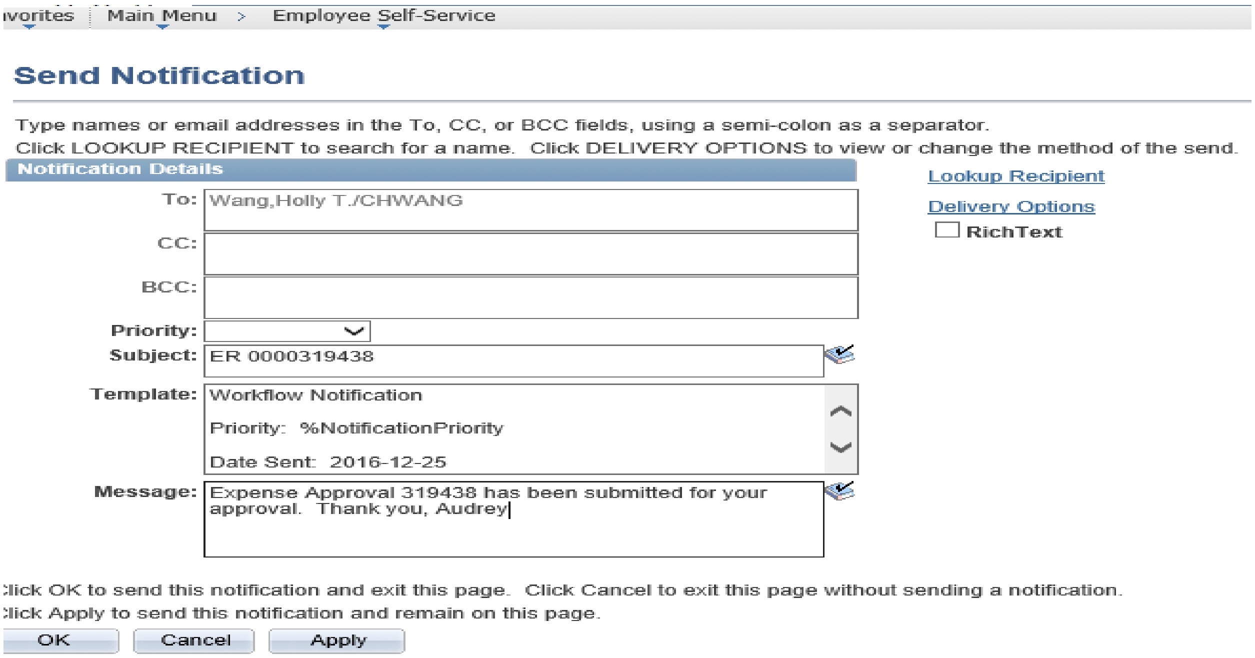




d. Check the appropriate box --To, CC, BCC-- for the recipient and then click the 'Add to Recipient List' button. Repeat search/add steps for all required e-mail addresses. Once all recipients are added, click OK.



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.


ivorites | 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

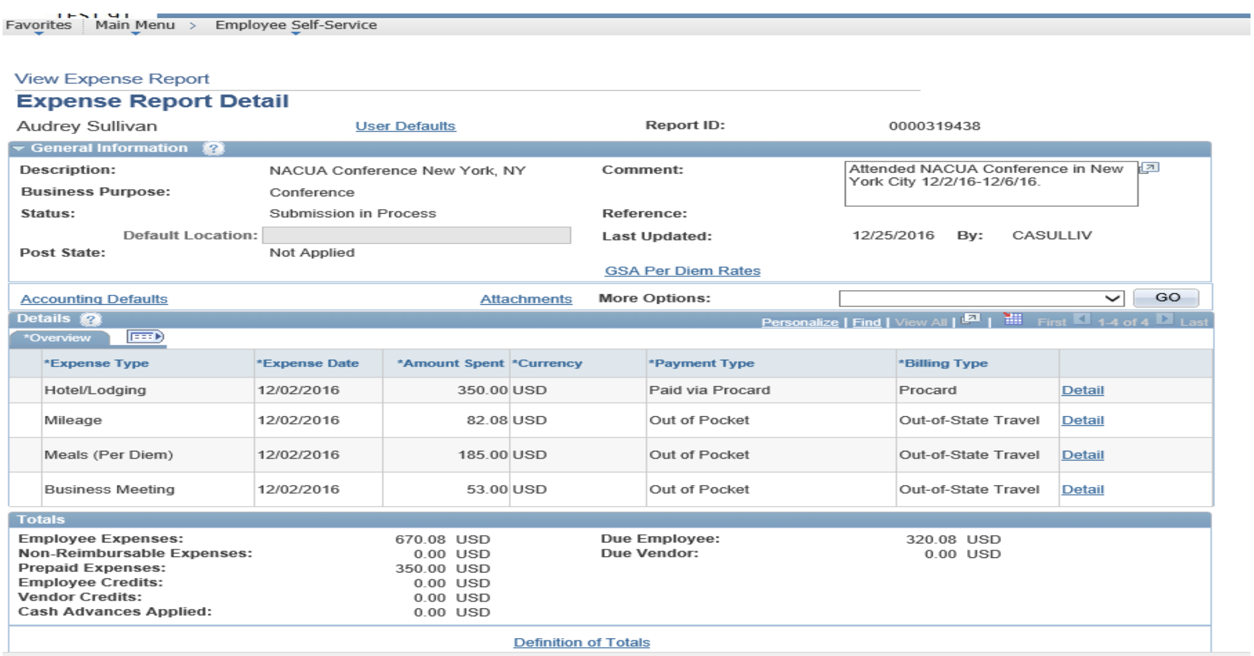
Lookup Recipient
Delivery Options
RichText

To: Wang,Holly T./CHWANG
CC:
BCC:
Priority:
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

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

OK Cancel Apply

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: GO

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

*Overview

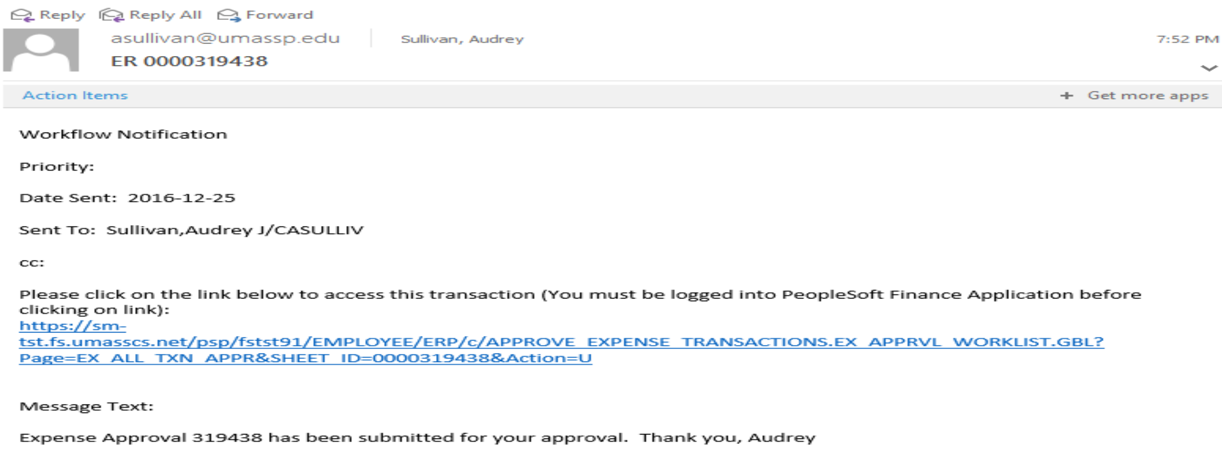
*Expense Type	*Expense Date	*Amount Spent	*Currency	*Payment Type	*Billing Type	
Hotel/Lodging	12/02/2016	350.00	USD	Paid via Procard	Procard	Detail
Mileage	12/02/2016	82.08	USD	Out of Pocket	Out-of-State Travel	Detail
Meals (Per Diem)	12/02/2016	185.00	USD	Out of Pocket	Out-of-State Travel	Detail
Business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

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.


Reply Reply All Forward

asullivan@umassp.edu | Sullivan, Audrey 7:52 PM

ER 0000319438

Action Items + Get more apps

Workflow Notification

Priority:

Date Sent: 2016-12-25

Sent To: Sullivan,Audrey J/CASULLIV

cc:

Please click on the link below to access this transaction (You must be logged into PeopleSoft Finance Application before clicking on link):
https://sm-tst.fs.umasscs.net/psp/fstst91/EMPLOYEE/ERP/c/APPROVE_EXPENSE_TRANSACTIONS.EX_APPRVL_WORKLIST.GBL?Page=EX_ALL_TXN_APPR&SHEET_ID=0000319438&Action=U

Message Text:

Expense Approval 319438 has been submitted for your approval. Thank you, Audrey

*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.

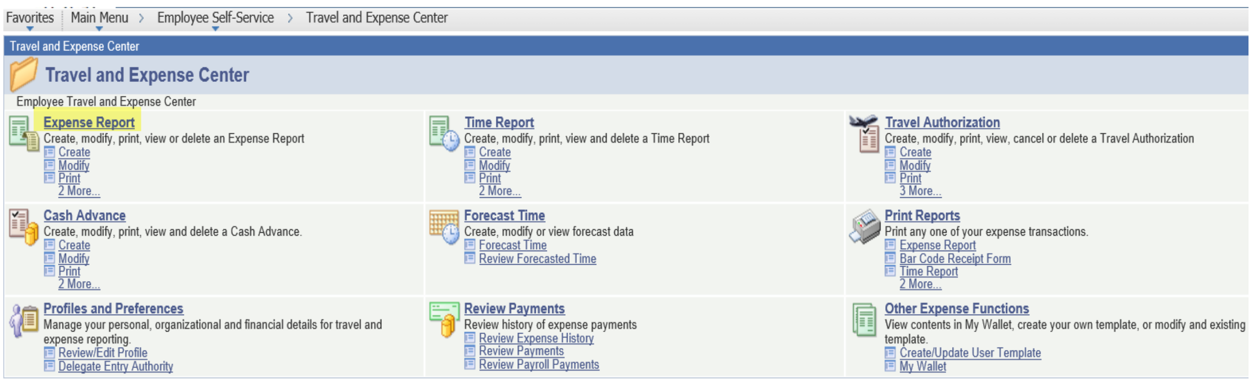
Additional Expense Report Actions (Modify , View, Print, Delete)

Please note the following regarding additional action on an ER:

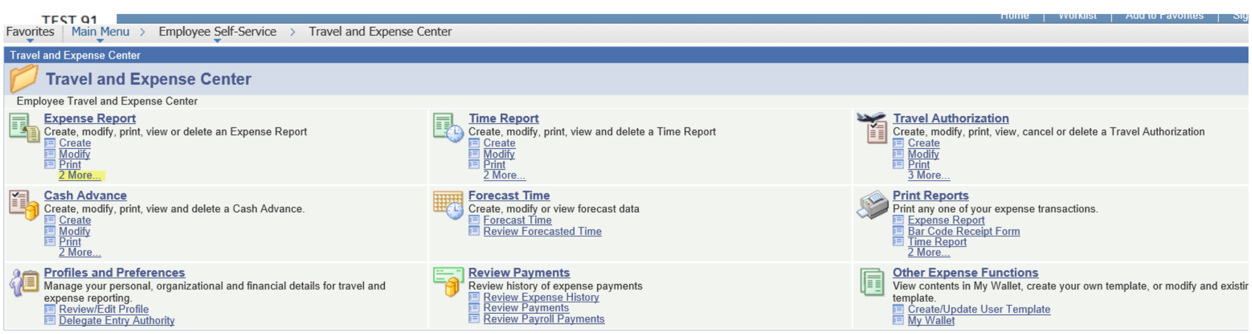
- An Expense Report cannot be deleted or modified if it has been fully approved by the PrePay Auditor.
- If an ER has already been submitted (but not fully approved), the ER can be returned to the Creator to complete the applicable action.
- An ER can be viewed and printed at any phase of the approval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