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- 7. View Payment History

To access PeopleSoft Financials go to http://uwo.ca/finance/

Click	> Western F	inancials	
Log	in to Finar	icials & Grants	
	User ID:		
	Password:		
		Sign In	

Enter your User ID and email password. The User ID is the letters that appear before the "@uwo.ca" in your email address. For example, an email address is profexp@uwo.ca and the User ID is *profexp*.

1. Create a Cash Advance

Navigation: Employee Self-Service / Travel and Expense Center / Cash Advance / Create

	Field	s marked wit isk are requir	h an ed									
	Travel & Expenses - Car											
_	Create Cash Adva	nce Report										
$\begin{pmatrix} 1 \end{pmatrix}$	Professor Expenses		Authorization ID:	2 NEXT	User Defau	Its						
\leq	- General Information						10					
$(\underline{3})$	*Description:		~	Comment:			2	u l				
$\begin{pmatrix} 4 \end{pmatrix}$	Anticipated dates of travel/exp	Jense		End Date:		57						
\bigcirc	Begin Date: 5)		Reference:		_0						
	Disk Or		Ů			2 6 4						
	Import ATM Advances	naus				12 🖉	1					
\frown	Details										Customize Fin	a l 🖻
$\begin{pmatrix} 7 \end{pmatrix}$	'Source	Description		*Amount Current	cy Speed Code	²GL Business Unit	*Account	Fund Code	Department	Program Code	Project	
	Cash Advance			0.00 CAD	<u> </u>	uwo 🍳	645100	۹ 🗖 ۹	421030 🔍			٩
	Totals											
	Advance Amount:		0.00 CAD									
\frown						Update Tota	als					
$\left(8\right)$	Save For Later	Submit	Select EFT									
-	Return to Travel and Expense (Center 9	10	<u>wny select El</u>	<u></u>							

- 1. Your name will be inserted here. In this example Professor Expense is requesting a Cash Advance.
- 2. An Authorization ID is assigned when you save the Cash Advance. The ID is in a format of A0000000.
- 3. Enter a description such as the purpose of the travel. This will display on financial reports.
- 4. Select the appropriate Business Purpose, such as Conference or Department Expense.
- 5. Enter or select the Begin and End Dates.
- 6. Enter your own internal Reference (optional, will display on financial reports).
- 7. Enter the amount of the advance and the Speed Code or Chart Fields. The Department and Account will default.
- 8. You can save the report and submit it later; or ...
- 9. Submit it as soon as you are finished. Submit will start the process of approvals, audit and payment.
- 10. If you haven't previously selected, select EFT to have the funds deposited to your bank account.

2. Create an Expense Report

Navigation: Employee Self-Service / Travel and Expense Center / Expense Report / Create

Fields m	narked with an	asterisk are required.	You ca	an sta	rt with a Blank	Report or an I	Existing R	eport.	
	Create Expense	e Report							
	Expense Re	port Entry							
\frown	Professor Expen	ises (1) <u>User Di</u>	efaults	F	Report ID:	E0062878			
(3)	- General Information	on V							
\succ	*Description:	Annual Conference Ne	w York	Comr	nent:			120	
$\begin{pmatrix} 4 \end{pmatrix}$	*Business Purpose:	Conference	~						
\leq	•D-f	Other, Outside Canad		Refer	ence:	01-01			
(5)	"Default Location:	Other - Outside Canada			6)				
$\overline{\left(\begin{array}{c} 7 \end{array} \right)}$	Accounting Defaults	Apply Cash Advanc	e(s)	More	Options:			G 0	
\bigcirc	Details				Custon	nize Eind View AI 🖟	al 🛗 🛛 First 🕅	1-3 of 3 🗈 Last	
\frown	"Overview 📄 🧰								
$\left(\begin{array}{c}8\end{array}\right)$	Select	*Expense Type	"Expense Date-	•	*Amount Spent	*Currency			(9)
\bigcirc		Airfare:Canada-Canada/US	07/11/2011	Ø	500.00	CAD 🔍	*Detail	B) 🗄	\bigcirc
	Image:	Accom - hotel (645000)	07/11/2011	5	350.00	CAD 🔍	*Detail	R. 🛨	\bigcirc
		Meal - all day allowance	07/11/2011	8	45.00	USD	*Detail	R 🗲 🖭	
	Copy Selected	Delete Selected	Check For Errors	Help	with this section	New Expense		Add	-
	Totals								
	Employee Expenses Non-Reimbursable	s: 895.4 Expenses: 0.0	9 CAD 0 CAD	Due E	imployee: /endor:	895.49 C	AD AD		
	Prepaid Expenses:	0.0	0 CAD						
	Employee Credits: Vendor Credits:	0.0 0.0	0 CAD 0 CAD						
	Cash Advances App	plied: 0.0	0 CAD						
			Definition	of Total	19	Update T	otals		
	Save For Later	Finish and Submit				I	Printable View	Detail Rpt	13

Return to Travel and Expense Center

- 1. Your name will be inserted here, in this example it is Professor Expense.
- 2. A Report ID is assigned when the Expense Report is saved. (ID format is E0000000)
- 3. Enter a description. This will display on financial reports.
- 4. Select the appropriate Business Purpose, such as Conference.
- 5. Default Location is either Canada or Other Outside Canada. This value will be the default on each expense detail and will be used for tax calculations.
- 6. You must apply an outstanding Cash Advance that relates to this expense.
- 7. Click on the <u>Accounting Defaults</u> link to add or modify the defaults. (Refer to Accounting Defaults on the next page/s).
- 8. Enter Expense Type from the drop down list.
- 9. Click the <u>Detail</u> link on the line to enter detail for that line. (Refer to Expense Line Example on the next page/s).
- 10. If you want to change the Accounting Defaults for an individual Expense Type click on the icon to the right of the <u>Detail</u> link.
- 11. You can save the report and submit it later or complete and submit as soon as you are finished. Submit will start the process of approvals, audit and payment.
- 12. If you haven't previously done so select EFT to have the funds deposited to your bank account.
- 13. Click Detail Rot print report and attach receipts.

Accounting Defaults

If all or most of the expenses on your Expense Report are to be charged to the same Speed Code /ChartField combination, it is easier to enter this as the default for all expenses. If the accounting for one or two of the expense items is different you can edit the accounting for those items

- 1. The Dept will default to your home Department and the % to 100%.
- 2. Enter either the Speed Code or the Fund, Department, and Program or Project.

Create	Expense	Report						
Acco	unting	Defaults						
Profess	sor Expens	es		Report	TID:		E006	2878
Account	ing Summar	у		Set Personalization	s find 🛤	First K	1 of 1	Last
5	*GL Unit	Speed Code	Fund	Dept	Program	Project		
100.00	uwo 🔍	Q	1 9	421030	00000 🔍		٩	-
ок	dd CharlFiel	d Line	Load Defa	ults <u>User</u>	Defaults			

- 1. To allocate the Accounting Defaults between two or more departments click Add ChartField Line button.
- 2. Change the % and enter the Speed Code/ChartField combination for each line.
- 3. Click on OK to apply these defaults to your expense entries and return to your Expense Report Entry page.

Create	Expense	Report								
Acco	unting	Defaults								
Profes	sor Expens	ses			Re	epor	ID:		E00628	878
Account	ting Summar	У		Se	t Personalizati	ions	<u>Find</u> .	First K 1-2	of 2 DL	ast
%	*GL Unit	Speed Code	Fund	1	Dept		Program	Project		
50 00	uwo 🔍	•	1	٩	421030	٩	00000 🔍		۹ ا	-
50.00	UWO 🔍	9	1	4	420110	0	00000		a 1	-
50.00	dd ChartFiel	d Line	Loa	d Defa	420110	Jser	Defaults		•	

Expense Line Example

staills Overview	1111	<u>)</u>				Custo	nize Eind View AF	🖓 🛗 Fret	1.3 of 3 L	La
Select		*Expense Type		*Expense Date •		*Amount Spent	*Currency			
		Airfare Canada-Canada/US	*	07/11/2011	國	500.00	CAD 🤍	*Detail	B	+
	۲	Accom - hotel (645000)	*	07/11/2011	B	350.00	CAD	Detail	5	+
		Meal - all day allowance	~	07/11/2011	(t)	45.00	USD	*Detail	R	+

- 1. The red flag beside indicates missing or invalid information. Click on the <u>Detail</u> link on the, Airfare Canada Canada/US, Expense Type line.
- 2. Enter the missing information; Originating Location, Ticket Number, Merchant Name and Tolerance Amount Explanation.
- 3. Click <u>Return to Expense Report</u>.

Γ	Date of departure				
	. /				
Create Expense Report			Create Expense Report		
Expense Detail for Airfa	re:Canada-Canada/US	G (Line 2)	Expense Detail for Airfa	are:Canada-Canada/US	S (Line 2)
Professor Expenses	Report ID:	E0062878	Professor Expenses	Report ID:	E0062979
Please enter or update the following in	formation		About This Expenses	перотно.	20052070
Originating Location			About this expense		
Location Amount You entered an	amount over your authorized limit of	of 200.00 CAD. Explain	*Expense Date:	07/11/2011 🛐	
why.					No Receipt
Ticket Number					Non-Reimbursable
 Merchant (Preterred or Non-Preter) 	(med)		*Ticket Number:	AC54321	
About this Expense	07/14/2014		Originating Location:	Canada	-0,
*Expense Date:	07711/2011	No Receipt	Merchant Name:	Air Canada	
		Non-Reimbursable	Loodfore	Canada	-a
*Ticket Number:			Location:	Canada	12
Originating Location:		Q.	Description:		
*Merchant Name:			thereast from	500.00	
Location:	Other - Outside Canada	•	Amount Spenc	200.00	
Description:			*Currency:		
*Amount Spent	500.00	1	"Exchange Rate:	1.00000000 🍫 🔡	
*Currency:	CAD			Default Rate	
*Exchange Rate:	1.00000000 🗘 🖺		Reimbursement Amt:	500.00 CAD	
	Default Rate		Exception Comments		
Reimbursement Amt:	500.00 CAD		Tolerance Amount Explanation:	had to book last minute as M. Prof	essor could not attend
Exception Comments			No Peccelet		
Tolerance Amount Explanation:			no necespe		
No Receipt:			Accounting Detail		
Accounting Detail			Recooning Detail		
Receipt Split			Receipt Spin		
Check Expense For Errors			Check Expense For Errors		
Return to Expense Report			Return to Expense Report		

Expense Line Example

etails Overview	(III))			Custor	nize Find View	AII	a and and	0 1-3 of 3 D	Lens
Select		*Expense Type	*Expense Date+	9	*Amount Spent	*Currency				1
		Airfare:Canada-Canada/US	07/11/2011	Ū	500.00	CAD	9	*Detail	50,	+
	1	Accom - hotel (645000)	07/11/2011	B	350.00	USD	۹.	Detail	E,	+
		Meal - all day allowance 🛛 👻	07/11/2011	10	45.00	USD		*Detail	66,	÷
	ected	Meal - all day allowance	07/11/2011		45.00	USD		"Detail		E.

The amount is entered in US dollars or whatever currency was used to pay for the expense. The exchange rate will default to the current exchange rate for the date indicated. If you have been charged a different rate you can change the rate. In this case the default rate was changed as below. Г

Create Expense Report	From 1.0109		Create Expense Report	To 1.04	
Expense Detail for Acco	m - hotel (645000) (Line 3)	Expense Detail for Ac	com - hotel (645000) (Line	3)
Professor Expenses	Report ID:	E0062878	Professor Expenses	Report ID:	E0062878
About This Expense			About This Expense		
*Expense Date:	07/11/2011	No Receipt Non-Reimbursable	*Expense Date:	07/11/2011 🖪	No Receipt
*Number of Nights: *Merchant Name: Location: Description: *Amount Spent: *Currency: *Exchange Rate:	2 Marnott Other - Outside Canada 350.00 USD 1 01090000		*Number of Nights: *Merchant Name: Location: Description: *Amount Spent: *Currency: *Exchange Rate:	2 Marriott Other - Outside Canada 350.00 USD 1.04000000	
Reimbursement Amt: Exception Comments Tolerance Amount Explanation: No Receipt:	353.82 CAD		Reimbursement Amt: Exception Comments Tolerance Amount Explanation: No Receipt:	364.00 CAD	
Accounting Detail Receipt Split Itemize Hotel Bill Check Expense For Errors	Exception Comments explanations of irregu will be directed to the boxes if they are requ	is for the alar items. You ese explanation ired.	Accounting Detail Receipt Split Itemize Hotel Bill Check Expense For Errors		
Return to Expense Report Ignore the clicking C <u>Expense F</u>	e Warning Message by OK and then the <u>Return r</u> Report link.	to	Return to Expense Report Message Warning Exchange rate diffe The exchange rate entered diff maximum variance. The varia	ers from previous value by more th fers from the previous value by mo nice is maintained on the market ra	an 2.5%. (13,7) ore than the ate definition.

You can save your Expense Report at any time. When you save, dollar amounts will be updated, the report checked for errors and the first time you save a Report ID will be assigned.

Once you have completed the report click the Finish and Submit button. This will initiate the process of electronically routing your Expense Report for review and approval. Although this is an automated routing you must print your Expense Report, attach receipts and forward to your Reviewer/Approver.

Create Exp	ense Report										
Expense	e Report E	ntry									
Professor E	xpenses	User Defa	ults	F	Report ID:		E0062	2878			
👻 General Info	rmation										
*Description:		Annual Conference New Y	'ork	Com	ment:					7	
*Business Pur	pose:	Conference	*	*							
				Refer	ence:		01-01				
*Default Locati	ion:	Other - Outside Canada	9								
											00
Accounting De	efaults	Apply Cash Advance(s)	More	Options:					¥	60
Details 70verview	(III)					Custon	nize Find View	AI B	First L	1-3 of 3 D	Last
Select	*Expense	Type	*Expense Date	•	'Amour	nt Spent	*Currency				
	Airfare:Ca	anada-Canada/US 🗸	07/11/2011			500.00	CAD	1	*Detail	R	+.
	Accom - 1	notel (645000)	07/11/2011	10		350.00	USD	9	*Detail	R	+.
	Meal - all	day allowance 🗸	07/11/2011	- 10		45.00	USD		*Detail	5	+.
			P								
Copy Sele	cted D	elete Selected Ch	eck For Errors	Help	with this secti	on	New Expen	se		*	Add
Totals											
Employee Exp	enses:	909.49	CAD	Due E	mployee:		909.	49 C	AD		
Non-Keimburs Prenaid Exner	sable Expenses:	0.00	CAD	Due \	/endor:		0.	00 C	AD		
Employee Cre	dits:	0.00	CAD								
Vendor Credit	S	0.00	CAD								
Cash Advance	es Applied:	0.00 (CAD								
			Definition	n of Tota	Is		Up	date T	otais		
Coup For	Lotor Dia	ich and Cubmit									
adve Ful		Isir and Submit						I	Printable View		
Return to Trave	I and Expense C	enter									
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						Prin	t your Exp	bens	e Report,	attach	
						rece	ipts and fo	orwa	ard to you	r	
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						ILEV!	iewei/App	100	UI.		

Communication by email and Approval Process

Your Cash Advance and Travel Report will be routed for review and approval. You will be notified by email when it is approved and when funds have been deposited. The sender will show as psoft@uwo.ca.

If you do not use your @uwo.ca email account be sure to forward to an email account that you do use.

You have the option to turn off the email notification functionality (See section 5 My System Profile).

3. View Expense Reports

Navigation: Employee Self-Service / Travel and Expense Centre / Expense Report / View

As your report goes through the approval process, this view will show its progress and current status. You will receive an email from <u>psoft@uwo.ca</u> when your expense report has been approved. If you have set up Electronic Funds Transfer (EFT), payment will be deposited to your designated account. Otherwise a cheque will be issued.

		Expens	e Report						
		Enter any	information you have a	ind click Search. I	Leave fie	elds blank for a list o	f all values.		
		Find an	Existing Value						
		Limit the Search	number of results to (u by: Report ID	p to 300): 300] vith				
		Searc	h Advanced Search						
		Search	Results				First The second		
	-	VIEW All	Demost Description	Name		Emel ID 0	First 4 1-8 of	re 💽 Last	
lect to View		E006287	8 Annual Conference N	lew York Expense	ses.Profe	assor 0200571328	ubmitted 07	26/2011	
1									
	ew Expense Rep	port	- 11						
	xpense Repo	ort Dei	all		Book	art ID:	500000		
	Seneral Information	s	<u>Oser Detai</u>	uns	кер	ortib.	E006267	8	
De	escription:		Annual Conference New 1	York	Commen	t			<u>[</u> 2]
Bu	usiness Purpose:		Conference Submitted for Approval		Peferanc		01.01		
*De	atus: efault Location:		Other - Outside Canada		Last Upd	ated:	07/26/2011	By: EGRAY28	
Po	ost State:		Not Applied						
Ac	counting Defaults				More Op	tions:			✓ GO
De	tails					Customi	ze <u>Find</u> View All	Frat 🕅	1-3 of 3 🗖 L
	verview [IIII)			*Expense Date		Amount Spent	Currency		
	Meal - all day allow	wance		07/11/2011		45.00	USD	Detail	6
	Airfare:Canada-Ca	anada/US		07/11/2011		500.00	CAD	Detail	5
	Accom - hotel (645	5000)		07/11/2011		350.00	USD	Detail	E,
					Help with	this section			1
То	tals				1000				
En No Pr En Ve Ca	nployee Expenses: n-Reimbursable Exp epaid Expenses: nployee Credits: endor Credits: ish Advances Applie	penses: :d:	909.49 0.00 0.00 0.00 0.00 0.00	CAD CAD CAD CAD CAD CAD CAD	Due Emp Due Veno	loyee: dor:	909.49 0.00	CAD	
				Definition o	f Totals				
				Beimiorro	riotals				
_	D							Printable View	
Pro	file		Name			Action	Customize Find Date	Time	1-4 of 4 🖬 L
A									
\ r	Canall J	4	the Deviller A	tions for					
\	Scroll down	to view	v the Pending Ac	cuons for					
<u> </u>			10 10						
	Review, App	prove a	nd Prepay Audit						

July 2015

4. Manager Approvals

Click on Worklist on the top right of the menu bar.

All Cash Advances and Expense Reports that require your review are available through your Worklist. Once you have dealt with an item, it will be removed from your list.

You can also view the Cash Advance or Expense Report by clicking the link in the email notification received from psoft@uwo.ca.

	You can column	n sort the lis headings	t by clicking on the		
Worklist for LRC)SS: Lilliar	ine M Ross	/		
Detail View Publis	h as Feed	×	Work List Filters:	Feed -	
Worklist				Customize Find View All 🔤 👭 First 🚺 1.25 of 34 🚨 Last	
From	Date From	Work Item	Worked By Activity	Priority Link	
Rute E Lewrence	05/22/2011	Approval Routing	Approval Workflow	2-Medium V 01, N, 0, SHEET ID E0002701 Mark.Worked Ressign	
Jennifer H Maxwell	06/22/2011	Approval Routing	Approval Workflow	2-Medium V CAApproval, 1311, UWD, 2010-06- 01, N. 0, ADVANCE ID:A0004018 Mark Worked Recttion	
Ruta E Lawrence	06/21/2011	Approval Routing	Approval Workflow	2-Medium V ERApproval. 1624. UWO. 2010-08- 21.Medium V RDC:RA,1 A Select the item want to review want to review	you by
Ruta E Lawrence	06/21/2011	Approval Routing	Approval Workflow	2-Medium V CRAPPORT ID E0062759 Aler Worked Clicking on the	Link
Jennifer H Maxwell	06/21/2011	Approval Routing	Approval Workflow	2-Medium ERApproval 1584 UWO 2010-06- 01, N, 0, SHEET ID: E0082764 Mark-Worked Ressign	
Jennifer H Maxwell	00/21/2011	Approval Routing	Approval Workflow	2-Medium ERApproval, 1604, UWO, 2010-06- 01, N. 0, SHEET ID E0002760 Mek.Worked. Ressign	
Jennifer H Maxwell	06/21/2011	Approval Routing	Approval Workflow	2-Medium V 01, N. 0, SHEET ID E0082757 Merk Worked Ressipn	
Jennifer H Maxwell	05/20/2011	Approval Routing	Approval Workflow	2-Medium ERAporoval. 1564. UWD, 2010-05- 01, N, 0, SHEET ID E0002745 Atent Worked Ressign	
Jennifer H Maxwell	06/20/2011	Approval Routing	Approval Workflow	2-Medium CAApproval, 1221, UWD, 2010-06- 01, N. 0, ADVANCE ID:A0004007 Merk Worked Recttion	
Jennifer H Maxwell	06/20/2011	Approval Routing	Approval Workflow	2-Medium CAApproval 1201, UWO, 2010-05- 01, N, 0, ADVANCE ID:A0004005 RDC:RA.1.A	

Approving a Cash Advance

Description:	Will Pooled Go Where I Hope?	Comment									
Business Purpose:	Meeting - Professional Group										
Anticipated dates of traveliexpe	inte and a second second	Cod Date:	00.00.0011								
Begin Date:	06/28/2011	End Date:	00/20/2011								
Status:	Approvals in Process	Reference:									
"Accounting Date:	00/28/2011	Post State:	Not Applied								
Accounting Template:	CARADIAN	Last Updated:	06/28/2011 By	EGRAY28							
Details									Customize End	2	
*Course	Description	*Amount Currence	Sneed Code	AGL Business	*årcount	Fund	Department	Program	Project		
eoure:	or surprise	and an entring	abica const	Unit	-	Code	orpar matrix	Code	i tojest		
Cash Advance 🎽	Will Pooled Go Where I Hope?	2.000.00 CAD	Q.	ewo 🍳	645100	1 9	140290	30205			
Totals						1					
Advance Amount	2.000 00 CAD										
				Update Tota	16						
· Pending Actions			Controline First	0 . 1 I	Land B. m.						
Profile	line	Astion	Date/Tin		1011 - 1850						
Preney Auditor	(Pooled)		U.I.I.								
richa) Andres	(i source)										
✓ Action History			Customice Find	Pest 🖬	1-2 of 2 🗋 (ast						
Profile	Name	Action	Oate/Time	0							
	Mathers William G	Submitted	05/28/20	11 7:47:30PM							
Departmental Approver	Expenses Professor	Approved	08:28/20	11 7:48:50PM							
✓ Comments											
					DE		A	comm	ent is require	ed if you are	
					-		d	enying	or sending th	ne request back	
							f	or revis	ion		
Approve	Send Badt Hold	Deny	Save Change								
			·								
	►,										
	1	\									
Approve S	Signifies your acceptar	nce of the req	uest and s	ends it	on for	furthe	r review	or pro	cessing.		
a	-			_							
Send Back resubmitted.	Returns the request	to the claima	nt with an	explan	ation a	nd the	request	may b	e modified ar	ıd	
Hold Prese	erves any changes you	made and pu	its the requ	uest ba	ck into	your V	Worklis	t.			
Deny Retu	rns the request to the	claimant, with	h an expla	nation	and it c	annot	be resu	bmitted	•		
Save Change	28										

Approving an Expense Report

	Approve Expense Report								_
	Expense Report Sum	imary							
	Professor Expenses	User Defaults		Report ID:		E0062878			
	*Report Description:	Annual Conference New	York	Reference:	:	01-01 Emp	loyee Base:	Office	
	*Business Purpose:	Conference		Comment:					
	Report Status:	Submitted for Approval							
You are	*Default Location:	Other - Outside Canada							
responsible	tă annunțina Datas	07/08/004.4 - 前		Created Or	n:	07/26/2011	By: EGRAY28		
to review	Accounting Date:	07/20/2011		Last Opdat	led:	07/26/2011	BY: EGRATZ	5	TC
each	Accounting remplate:	CANADIAN							If you want
expense	Risk Details								to disallow
may allow									line
or disallow	Accounting Defaults			More Optic	ons:		v	GO	uncheck
any line.		Apply Cash Ar	dvance(s)						the box.
Click on	Neceipt Information								
these titles	Receipts Received								
to review	Vau cho dapu individual aveanage a	nd etill anorous or cond has	t the overall repo	4					When you
additional	Expense Line Items	ind soil approve of send bac	A the overall repo				Customize Find	u 🖉 📲	uncheck an
information	Expense Type	Date	Reimburse	Currency	Receipt	Receipt	Approve		Expense
and		07/14/0044	Amt	,	Verified	Required			checkbox
accounting.	Meai - all day allowance	07/11/2011	45.49	CAD		V			vou will
Tields	Airfare:Canada-Canada/US	07/11/2011	500.00	CAD		4	V		have to
	Accom - hotel (645000)	07/11/2011	364.00	CAD		4	4		select a
	Expense Report Totals			B - E - 1					reason
/	Non-Reimbursable Expenses:	909.49 CAI 0.00 CAI		Due Employ Due Vendor	ree:	909.49 CA 0.00 CA	D		from
Click on	Employee Credits:	0.00 CAI	D	Definition of	t Totals				the drop
Exception	Cash Advances Applied:	0.00 CAI	D						down menu
to review	✓ Pending Actions					Customize Find 🖉	🖩 Frst 🛙 1-4 o	F4 🖸 Last	tilat
reasons.	Profile	Name		Act	tion	Date/Tim	10		
Examples	Departmental Approver	Mathers William	M NG						
may be	Departmental Approver	Krische,Elizabe	th Anne						
submitted	Prepay Auditor	(Pooled)							
on another	- Action History					Customize Find	2 🖩 First 🛙 1 o	f 1 🖸 Last	
claim;	Profile	Name		Act	tion	Date/Time			
amount		Expenses,Profes	ssor	Sul	bmitted	07/26/201	1 1:14:10PM		A comment is
may exceed	← Comments							*	required if you
tolerance							•		are denying or
limits.	Budget Statue: Net Budg	at Checked							sending the
	Budget Options	ju uleneu							report back for
	Device of the second se	and Deute	11-14			0			101151011
	Reviewed	end Back	Hold	De	iny'	Save Change	es		
					1	Expense Report De	tail		

Reviewed Signifies your acceptance of the request and sends it on for further review or processing.
Send Back Returns the request to the claimant with an explanation and the request may be modified and resubmitted
Hold Preserves any changes you made and puts the request back into your Worklist.
Deny Returns the request to the claimant, with an explanation and it cannot be resubmitted.
Save Changes

5. My System Profile

Navigation: Manager Self-Service / Travel and Expense Centre / Approvals / My System Profile

General Profile Information

	Approvers have the ability to designate an
Professor Expenses	anemale approver.
My preferred language for PIA web pages is: English My preferred language for reports and email is: English Currency Code: CAD Default Mobile Page:	Designating approval to an alternate should only be to someone who is formally acting in your role or is at the same hierarchical level as you or above
If you will be temporarily unavailable, you can select an alternate user to receive your routil Alternate User ID: From Date: To Date: (example:12/31/2000) Remove this check mark if you do n	Enter the User ID and the From/To Date. After the To Date passes, Cash Advances and Expense Reports requiring your approval will again be routed to you. If you return early, or need to extend the period open this page and adjust the To Date.
Miscellaneous User Links want to receive email notices about of Advances and Expense Reports required your review.	Cash uiring
Email Customize Find 🔤 🛗 Fin	rst 🖬 1-2 of 2 🗖 Last
Primary Email Address	
Business 🔽 fsemail@uwo.ca	• •
	•

6. Delegate Entry Authority by Individual

Navigation: Employee Self-Service / Travel and Expense Center / Profiles and Preferences / Delegate Entry Authority

<u>Delegate Entry Authority</u> enables users of the Travel and Expenses System to identify other users who are allowed to create Cash Advances and Travel Reports on their behalf.

Authorize Users

Professor Expenses

Entering new UserIDs on this page will give those users the ability to enter

expense transactions on behalf of the employee.

Authorize Users			
Authorized User ID	Name		
NEWGUY	Expenses, Professor	+	-
٩,		+	-
٩		+	-

Save

It is up to you to maintain this page if you choose to use it. If you provide another member of your department access to do your data entry via this form and that person moves to another department you should remove them from this list.

Departments are able to identify staff that will do data entry for claimants departmentally. In this case, each user does not have to set up the <u>Delegate Entry Authority</u>. Your department will arrange this with Financial Services.

7. View Payment History

Navigation: Manager Self Service/ Travel and Expense Centre / Review Payments

Enter the employee ID or other search criteria and click Search

Employee Expen	se Payments			
Enter any information	you have and clip	ck Search. Leave fields bla	ank for a	a list of all values.
Find an Existing Val	ue			
Limit the number of re	esults to (up to 30	0): 300		
Empl ID:	begins with 💌	010019487	9	
Name:	begins with 💌]	
Payment Reference:	begins with 💌		1	
SetID:	=	UWO]	
Bank Code:	begins with 💌		۹.	
Bank Account:	begins with 💌		۹.	Bank Account CDN is a cheque and
Payment Number:	begins with 💌]	CDN1 is a direct deposit (EFT)
Case Sensitive				payment.
Search Clea	Basic Search	h 🦉 <u>Save Search Criter</u> i	а	
Search Results				×
View All				First 🔳 1-4 of 4 💽 Last
Empl ID Name	Payment	Reference SetID Bank Co	de Ban	k Account Payment Number Creation Date
010019487 Ross Lill	ianne M 1102814	UWO MNTRL		N1 0000102814 08/30/2011
010019487 Ross Lill	ianne M 1060930	UWO MNTRL		N1 0000060930 07/15/2010
010019487 Ross,Lill	ianne M 1035326	UWO MNTRL	CD	N1 0000035326 11/17/2009

Click on a payment to view details.

Payment Information									
Payment Date: Payment Statu	09/02/20	11	Pay Pay	ment Amount: ment Reference:	6 1102814	61.13 CAD 102814			
Payee Address Payments									
Туре	pe ID Description Statu		Status	Created	Amount	Currency			
Expense Report	E0074711	meal during upgrade	Paid	08/25/2011	61.13	CAD			

📑 Save 🔯 Return to Search 🚈 Previous in List 🚛 Next in List