

Western's Online Travel and Expenses System
October 18, 2007

Employee & Approver Access point

UWO Financials homepage: <http://www.uwo.ca/finance/people/>

The University of Western Ontario
Financials

Month-end processing is complete for Period 1, Fiscal 2008

Western

Documentation

- [Pop-up Blocker Settings](#)
- [nVision Drilldown Requirements](#)
- [Report Manager](#)
- [Electronic Requisitions \(E-Reqs\)](#)
- [UWO Speedcode Translator](#)
- [Monthly Research Statements](#)
- [GL Inquiry](#)
- [Journal Entry](#)
- [AP/PO Inquiry](#)
- [Billing and A/R](#)
- [AR Inquiry](#)
- [Online Travel and Expenses Procedures](#)

Training

- [Request for Training Form](#)
- [Description of Training Sessions](#)

On-line Training is now available for the Travel/Expenses module that will be accessible soon. Try out any of the following sessions:

- NEW** [Cash Advances](#)
- NEW** [Expense Claims](#)
- NEW** [Approvals](#)

[Email us with any Questions](#)
(or call our Help Desk at X85432)

Log Into UWO Financials
(Use Internet Explorer)

The UWO Financials homepage contains useful links for documentation and training. Any news that we want to inform you of is included on this page. The link to the actual UWO Financials System is located at the bottom of the page and can be accessed by clicking on the words “Log Into UWO Financials”. Once you click on the link, you will be taken to a page that looks like this:

The University of Western Ontario
Financials

Western

User ID:

Password:

Log in using your User ID and email password. The user ID is the letters that appear before the “@uwo.ca” in your email account. For example an email ID is profexp@uwo.ca. Their User ID is profexp.

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Create Cash Advance Page

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

Cash Advance

Requestor's Name defaulted by system

Free form text that will display on financial reports – e.g. The trip purpose or location

Auto-assigned when saved in the format of A0000000.

Request Cash Advance

Professor Expenses [User Defaults](#) Advance ID: NEXT

General Information

[Help with this section](#)

*Description: (1)

*Business Purpose: (2)

Anticipated dates of travel/expense

Begin Date: (3) End Date: (4)

Reference: (5)

Comment: (6)

[Import ATM Advances](#)

Add Advance

[Help with this section](#)

*Source	*Amount	Currency	Speed Code	*GL Business Unit	*Account	Fund Code	Department	Program Code	Project
Cash Advance	<input type="text"/> (7)	0.00 CAD	<input type="text"/> (8)	UWO	645100		421030		

Enter the amount Enter the speedcode

Save For Later (9) Submit For Approval Select EFT (10) [Why select EFT?](#)

Allows the individual to save the request and complete it at a later date

Puts the request into motion starting with the appropriate approvals, then audits, then payment.

Select EFT to have funds deposited directly to your payroll bank account.

Pre-defined categories used for analysis of travel and expenses data

Free form text that will display on financial reports – e.g. your own internal reference number (not required)

Free form text that will allow longer explanations. (Not required)

Notes:

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Create Expense Report Page

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

Auto-assigned when saved in the format of E0000000

Choices are:
A Blank Report
A Template
An Existing Report

Create Expense Report

Expense Report Entry

Professor Expenses

[User Defaults](#)

Report ID: NEXT

Start Your Report With: A Blank Report 1

Used for tax calculations. Choices are:
Canada
Other – Outside Canada
This value will be the default on each expense line below.

Enter Report Information

*Report Description: 2

Reference: 3

*Business Purpose: 4

Comment: 5

*Default Location: 6

IMPORTANT: Enter speedcode/Accounting chartfields once here and they will be defaulted on the expense lines

Identify a cash advance & amount to apply against these expenses

[Default Accounting For Report](#) 7 [Apply Cash Advance\(s\)](#) 8 [More Options:](#)

Enter Expense Lines

Customize | Find | First 1-4 of 4 Last

*Overview

Select	*Expense Type	*Expense Date	*Amount Spent	*Currency	
<input type="checkbox"/>	<input type="text"/> 9				<input type="button" value="+"/>
<input type="checkbox"/>	<input type="text"/>				<input type="button" value="+"/>
<input type="checkbox"/>	<input type="text"/>				<input type="button" value="+"/>
<input type="checkbox"/>	<input type="text"/>				<input type="button" value="+"/>

See next page for detail on these expense lines

Add: New Expense

Updates totals as data is entered on claim

See Expense Lines section that follows

Expense Report Totals

Employee Expenses:	0.00 CAD	Due Employee:	0.00 CAD
Non-Reimbursable Expenses:	0.00 CAD	Due Vendor:	0.00 CAD
Prepaid Expenses:	0.00 CAD	Definition of Totals	<input type="button" value="Update Totals"/>
Employee Credits:	0.00 CAD		
Vendor Credits:	0.00 CAD		
Cash Advances Applied:	0.00 CAD		

10 [Why select EFT?](#) 12 [Printable View](#)

Generate the printed form to attach to receipts

Notes:

Select EFT to have funds deposited directly to your payroll bank account.

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Enter Expense Lines:

The expense lines section defaults to begin with 4 lines. More lines can be added if necessary and fewer than 4 lines can be used as well. The column below titled "Location" gets defaulted in from the "Default Location" that was completed at the top of the expense claim. Any expense type with the word "allowance" in the title, will provide a hard coded rate per unit \$ amount to be used in calculating the claim.

The available expense types that can be selected and the required information for each type are:

Expense Type	Description	Vendor	Location	Originating Location	Other	Allowance Rate
Accom – hotel	//////////	Yes	Yes	//////////	# nights	//////////
Accom – other's home allowance	//////////	//////////	Yes	//////////	# nights	\$25Cdn
Airfare:Can-Intl (not US)	//////////	Yes	Yes	Yes	Ticket #	//////////
Airfare:Canada-Canada/US	//////////	Yes	Yes	Yes	Ticket #	//////////
Airfare:Non-Canadian Departure	//////////	Yes	Yes	Yes	Ticket #	//////////
Meal – all day allowance	//////////	//////////	Yes	//////////	# days	\$45Cdn Canada \$45US Other
Meal – breakfast allowance	//////////	//////////	Yes	//////////	# days	\$10Cdn Canada \$10US Other
Meal – dinner allowance	//////////	//////////	Yes	//////////	# days	\$23Cdn Canada \$23US Other
Meal – lunch allowance	//////////	//////////	Yes	//////////	# days	\$12Cdn Canada \$12US Other
Meal – receipt	Yes	Yes	Yes	//////////	Attendees	//////////
Misc – equipment	Yes	Yes	Yes	//////////	//////////	//////////
Misc - memberships	Yes	Yes	Yes	//////////	//////////	//////////
Misc – moving	Yes	Yes	Yes	//////////	//////////	//////////
Misc – reception/entertainment	Yes	Yes	Yes	//////////	//////////	//////////
Misc – registration fee	Yes	Yes	Yes	//////////	//////////	//////////
Misc – subject fees	Yes	//////////	Yes	//////////	//////////	//////////
Misc – supplies	Yes	Yes	Yes	//////////	//////////	//////////
Transport – other	Yes	Yes	Yes	Yes	//////////	//////////
Transport – rail	//////////	Yes	Yes	Yes	//////////	//////////
Transport – auto – rental	//////////	Yes	Yes	Yes	//////////	//////////
Transport – auto –km allowance	//////////	//////////	Yes	Yes	# kms	\$0.40Cdn
Transport – auto –km other	Yes	//////////	Yes	Yes	//////////	//////////

Tolerance limits are set for each of the expense types which enable the system to request additional explanations should the provided dollar amount exceed this tolerance limit.

To assist the claimant's data entry, there is a button called "Check for Errors" on the main page (shown previously) and on the detail page (example follows). This button validates that the appropriate fields have been completed and if any field is missed it will be highlighted in red. Watch for field names that are preceded by an asterisk, such as "*Location". This asterisk indicates a required field.

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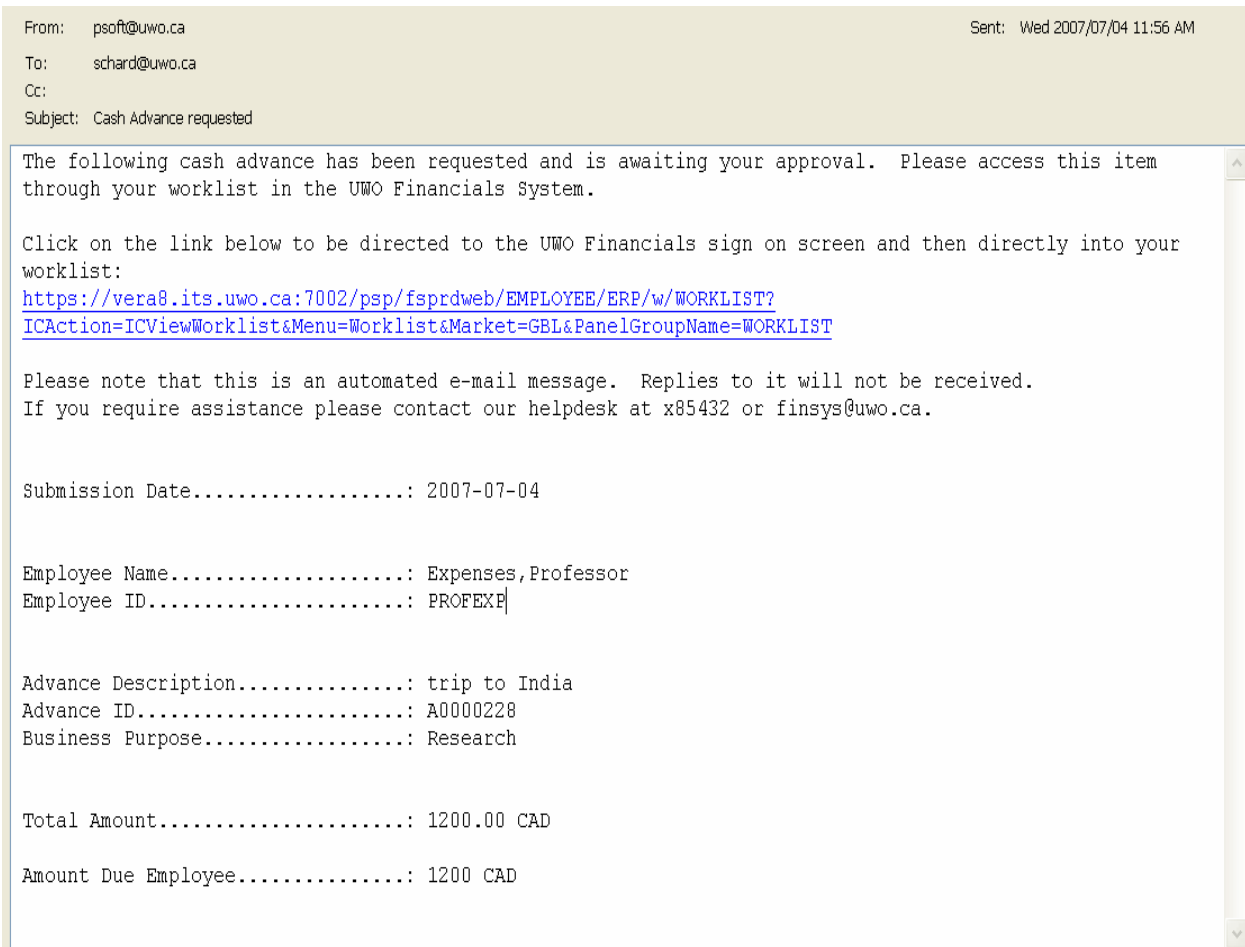
Communicating with Approvers

An email will be sent to each approver, in turn, that is required to approve a cash advance or an expense report. Below is an example of what the email will look like for a cash advance. An expense report email will be almost exactly the same, except it will say "The following expense report.....".

Watch that these emails do not get flagged as spam within your email program. The sender will show as psoft@uwo.ca. If you do not use your "@uwo.ca" email account be sure that it is forwarded to an email account that you do use.

Each user of the Online Travel and Expenses system has the ability to turn off the email functionality if they wish (see My System Profile Section). If they choose to do this, they will not receive any email notifications and it will be their responsibility to sign into Peoplesoft and check their worklist on a regular basis. We will be reviewing the worklist next.

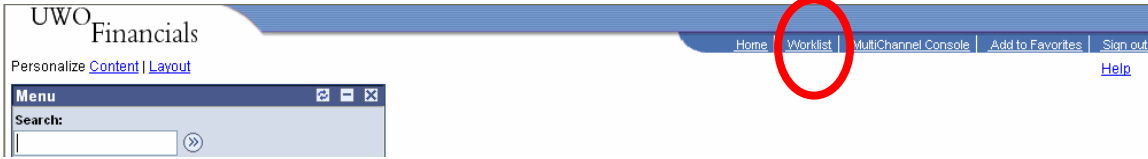
Each approver also has the ability to designate an alternate approver. This is valuable for times when an approver will be out of the office, such as on vacation. (see My System Profile Section).



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My Worklist

Once you have signed into UWO Financials (see page 1), look to the upper right hand corner for your Worklist. It should appear as follows:



Once you click on the Worklist link you will be taken into the worklist which will look something like the page shown below. You will only see the items that are currently awaiting your approval. Once you have “worked” an item, it will be removed from your list. “Worked” means that you have selected one of the 4 options that are available to the approvers. You will see more on these 4 options when we get into the actual approval pages.

Worklist for SCHARD: Sandra E. Chard

[Detail View](#) Work List Filters:

Worklist						Customize Find V
From	Date From	Work Item	Worked By Activity	Priority	Link	
Lonnie Wickman	10/13/2006	Cash Advance Approval	Approve Cash Advance	<input type="text"/>	A0000085	
Lonnie Wickman	10/13/2006	Cash Advance Approval	Approve Cash Advance	<input type="text"/>	A0000086	
William G Mathers	10/16/2006	Cash Advance Approval	Approve Cash Advance	<input type="text"/>	A0000087	
William G Mathers	10/16/2006	Cash Advance Approval	Approve Cash Advance	<input type="text"/>	A0000077	
Mariusz Grabarczyk	10/16/2006	Cash Advance Approval	Approve Cash Advance	<input type="text"/>	A0000089	
Mariusz Grabarczyk	10/16/2006	Cash Advance Approval	Approve Cash Advance	<input type="text"/>	A0000090	
Mariusz Grabarczyk	10/16/2006	Cash Advance Approval	Approve Cash Advance	<input type="text"/>	A0000094	
William G Mathers	10/16/2006	Cash Advance Approval	Approve Cash Advance	<input type="text"/>	A0000095	
William G Mathers	10/16/2006	Cash Advance Approval	Approve Cash Advance	<input type="text"/>	A0000093	
Lonnie Wickman	10/31/2006	Cash Advance Approval	Approve Cash Advance	<input type="text"/>	A0000124	

Clicking on the ID number in the Link column will take you directly into the item to be reviewed.

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Approving a Cash Advance

Cash Advance

[Help with this page](#)

Approve Cash Advance

Professor Expenses

[User Defaults](#)

Advance ID: A0000228

General Information

[Help with this section](#)

*Description:
 *Business Purpose:

Anticipated dates of travel/expense

Begin Date: End
 Date:

Reference:

Comment:

Import ATM Advances

Add Advance

[Help with this section](#)

*Source	*Amount	Currency	Speed Code	*GL Business Unit	*Account	Fund Code	Department	Program Code	Project
Cash Advance	1,200.00	CAD	<input type="text"/>	UWO	645100	1	421030	00000	<input type="text"/>

Advance Status

Status: Partial Approval **Post Status:** Not Applied

Created On: 11/21/2006 **By:** PROFEXP

Last Updated: 11/21/2006 **By:** LROSS

Accounting Date: 11/21/2006 **Accounting Template:** CANADIAN

Cash Advance Status

Routing	Name	Approval Status	Date
Originator	Expenses,Professor	Submitted	11/21/2006
Reviewer	Ross,Lillianne M	Approved	11/21/2006
Approver	Chard,Sandra E.		
Pre-Pay Auditor			

Approval Detail

Find | View All | First | 2 of 3 | Last

Name: Chard,Sandra E.

Comment:

Enter any comments that you want here. This is required if you are denying or sending the request back for revision

↑

Click on the appropriate button depending on what you want to have happen:
 Approve Report – will move to the next approver and then to payment
 Deny Report – will NEVER pay this report to the claimant
 Save and Hold – keeps report held in your worklist
 Send Back for Revision – puts the item back into the claimant's worklist and contacts them

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Approving an Expense Report

Approve Expense Report

Expense Report Summary

Professor Expenses

Report ID: E0000298

Report Information			
Report Description:	Canadian Geography Association	Reference:	ABC123
Business Purpose:	Conference	Employee Base:	Office
Report Status:	Submitted	Comment:	annual meeting and updating conference
Accounting Date:	11/21/2006	Created On:	11/21/2006
		By:	PROFEXP
		Last Updated:	11/21/2006
		By:	PROFEXP
Default Accounting For Report		More Options:	<input type="text"/> <input type="button" value="GO"/>

Click on these titles to review additional information and accounting fields

Remove any of these if you don't want the line(s) to be paid

You can deny individual expenses and still approve or send back the overall report.

Expense Line Items					
Expense Type	Date	Reimburse Amt	Currency	Approve Expense	
Airfare:Canada-Canada/US	09/19/2006	450.00	CAD	<input checked="" type="checkbox"/>	
Accom - hotel	09/19/2006	1,000.00	CAD	<input checked="" type="checkbox"/>	
Meal - all day allowance	09/19/2006	135.00	CAD	<input checked="" type="checkbox"/>	
Misc - registration fee	09/19/2006	369.00	CAD	<input checked="" type="checkbox"/>	

Expense Report Totals			
Employee Expenses:	1,954.00	CAD	Due Employee: 1,954.00 CAD
Non-Reimbursable Expenses:	0.00	CAD	Due Vendor: 0.00 CAD
Prepaid Expenses:	0.00	CAD	Definition of Totals
Employee Credits:	0.00	CAD	
Vendor Credits:	0.00	CAD	
Cash Advances Applied:	0.00	CAD	

Click on this to review any exceptions

If you remove an approve check mark you will have to select a reason code from the drop down that will be provided

Current Approval Status			
Routing	Name	Status	Date
Originator	Expenses,Professor	Submitted	11/21/2006
Reviewer	Ross,Lillianne M		
Approver	Chard,Sandra E.		
Pre-Pay Auditor			
Post-Pay Auditor			

Approval Detail	
Name:	Ross,Lillianne M
Comment:	<input type="text"/>
Budget Status:	Not Chk'd
	Budget Options

Enter any comments that you want here. This is required if you are denying or sending the report back for revision

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Click on the appropriate button depending on what you want to have happen:
 Approve Report – will move to the next approver and then to payment
 Deny Report – will NEVER pay this report to the claimant
 Save and Hold – keeps report held in your worklist
 Send Back for Revision – puts the item back into the claimant's worklist and contacts them

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Approving an Expense Report –more detail

By clicking on the expense type you get to a more detailed page. This page identifies additional key information about a receipt(s) and will change depending on the type of expense. Also at the bottom of the page is the accounting information for this receipt.

Approve Expense Report

Expense Detail for Airfare:Canada-Canada/US (Line 1)

Lonnie Wickman

Report ID: E0000207

About This Expense

Expense Date: 06/16/2006
 No Receipt
 Non-Reimbursable

Ticket Number: CCCCDDDD
 Originating Location: Canada
 Merchant (Choose One)
 Non-preferred: Air Canada
 Location: Canada
 Description:
 Amount Spent: 450.00 CAD
 Exchange Rate: 1.00000000  Default Rate
 Reimbursement Amt: 450.00 CAD
 Calculated VAT: 25.47
 Override VAT:

Exception	Comment
VAT Items	

Set Personalizations | Find | First 1 of 1 Last

General Ledger ChartFields 

Amount	*GL Unit	Monetary Amount	Currency Code	Exchange Rate	Speed Code	Account	Fund	Dept	Program	Project	Affiliate
450.00	UWO	450.00	CAD	1.00000000	<input type="text"/>	645000	1	421040	00000		

[Update Accounting Detail](#)

[VAT Information](#)

Approve Expense

[Previous Expense](#) [Next Expense](#)

[Return to Expense Report](#)

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My System Profile

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

General Profile Information

TECO

The user's operator ID goes here

If you will be temporarily unavailable, you can select an alternate user to receive your routings.

Alternate User ID: 


From Date:  (example: 12/31/2000)

To Date:  (example: 12/31/2000)

Identify the user that will handle your approvals in your absence or on your behalf (see note below)

Email User Worklist User

[Miscellaneous User Links](#)

 Save

Remove this check mark if you do NOT want to receive emails

Set the from and to Date to correspond with your absence. If this is for an indeterminate amount of time then set the To Date to be as far into the future as is possible (December 31, 2100).

Note: Delegating approval to another alternate user ID should only be to someone who is formally acting in your role or is at the same hierarchical level as you or above.

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Delegate Entry Authority by Individual

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

The Delegate Entry Authority page allows each user of the travel and expenses system to identify other users who are allowed to input claims and advances on their behalf.

Authorize Users

Professor Expenses

Entering new user id's on this page will give those users the ability to enter expense transactions on behalf of the employee.

*Authorized User ID	Name		
PROFEXP	Expenses,Professor	+	-

Save

Departments are able to identify staff that will do data entry for claimants departmentally. In this case, each user does not have to complete the above page. We are able to handle this access within Finance.

IMPORTANT – it is up to the claimant to maintain this page should they choose to use it. If an employee is given access to do your data entry via this form and that employee changes to a new department – it is up to you to remember to take them off of your authority listing!

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HELP!

Where can you go if you require assistance?

Online training tool – available at our website <http://www.uwo.ca/finance/people/>

UWO Financials help desk – x85432