Western PeopleSoft Financials
Expense Reports, Cash Advances and Manager Approval

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

Click

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.
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1. Create a Cash Advance

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

Fields marked with an asterisk are required

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

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 Accounting Defaults 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 Detail 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 Detail 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 Rpt** 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.

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.
Expense Line Example

1. The red flag beside indicates missing or invalid information. Click on the Detail 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 Return to Expense Report.

Date of departure
Expense Line Example

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.

From 1.0109

Exception Comments is for the explanations of irregular items. You will be directed to these explanation boxes if they are required.

Ignore the Warning Message by clicking OK and then the Return to Expense Report link.
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You can save your Expense Report at anytime. 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.

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 psoft@uwo.ca 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.

**Expense Report**

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

**Search Results**

<table>
<thead>
<tr>
<th>Report ID</th>
<th>Report Description</th>
<th>Name</th>
<th>Email ID</th>
<th>Report Status</th>
<th>Creation Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>E0002678</td>
<td>Annual Conference New York Expenses</td>
<td>Professor</td>
<td>020657132</td>
<td>Submitted</td>
<td>07/26/2011</td>
</tr>
</tbody>
</table>

**View Expense Report**

Expense Report Detail

**Accounting Details**

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount spent</th>
<th>Currency</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meal - all day allowance</td>
<td>45.00 USD</td>
<td>USD</td>
</tr>
<tr>
<td>Airfare Canada-Canada US</td>
<td>503.00 CAD</td>
<td>CAD</td>
</tr>
<tr>
<td>Accom - hotel (45000)</td>
<td>353.00 USD</td>
<td>USD</td>
</tr>
</tbody>
</table>

**Pending Actions**

Select to View

Scroll down to view the Pending Actions for Review, Approve and Prepay Audit.
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 sort the list by clicking on the column headings.

Select the item you want to review by clicking on the Link.
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Approving a Cash Advance

Approve  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

A comment is required if you are denying or sending the request back for revision.
Approving an Expense Report

You are responsible to review each expense line. You may allow or disallow any line. Click on these titles to review additional information and accounting fields.

Click on Exception to review reasons. Examples are; an item may be submitted on another claim; amount may exceed tolerance limits.

If you want to disallow an expense line uncheck the box.

When you uncheck an Approve Expense checkbox you will have to select a reason from the drop down menu that.

A comment is required if you are denying or sending the report back for revision.

**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

Approvers have the ability to designate an alternate approver.

**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**

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.

Remove this check mark if you do not want to receive email notices about Cash Advances and Expense Reports requiring your review.
6. Delegate Entry Authority by Individual

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

Delegate Entry Authority 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.

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 Delegate Entry Authority. 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 Expense Payments](image)

Bank Account CDN is a cheque and CDN1 is a direct deposit (EFT) payment.

Click on a payment to view details.

![Employee Payment History](image)