

UWO 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



User ID:
Password:

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.

UWO PeopleSoft Financials

Expense Reports, Cash Advances and Manager Approval

1. Create a Cash Advance

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

Fields marked with an asterisk are required

Travel & Expenses - Cash Advance Report
Create Cash Advance Report

1 Professor Expenses Authorization ID: 2 NEXT [User Defaults](#)

3 *Description: Comment:

4 *Business Purpose:

5 Anticipated dates of travel/expense
 Begin Date: End Date:

6 Reference:

7

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

Totals
 Advance Amount: 0.00 CAD

8 [Why select EFT?](#)

[Return to Travel and Expense Center](#) 9 10

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.

UWO PeopleSoft Financials

Expense Reports, Cash Advances and Manager Approval

2. Create an Expense Report

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

Fields marked with an asterisk are required. You can start with a Blank Report or an Existing Report.

Create Expense Report
Expense Report Entry
 Professor Expenses 1 User Defaults Report ID: 2 E0062878

General Information

*Description: Annual Conference New York Comment:

*Business Purpose: Conference Reference: 01-01

*Default Location: Other - Outside Canada 6

Accounting Defaults 7 More Options: GO

Apply Cash Advance(s) 8

Select	Expense Type	Expense Date	Amount Spent	Currency	Detail
<input type="checkbox"/>	Airfare:Canada-Canada/US	07/11/2011	500.00	CAD	9 *Detail
<input type="checkbox"/>	Accom - hotel (645000)	07/11/2011	350.00	CAD	10 *Detail
<input type="checkbox"/>	Meal - all day allowance	07/11/2011	45.00	USD	*Detail

Copy Selected Delete Selected Check For Errors Help with this section New Expense Add

Totals

Employee Expenses:	895.49	CAD	Due Employee:	895.49	CAD
Non-Reimbursable Expenses:	0.00	CAD	Due Vendor:	0.00	CAD
Prepaid Expenses:	0.00	CAD			
Employee Credits:	0.00	CAD			
Vendor Credits:	0.00	CAD			
Cash Advances Applied:	0.00	CAD			

Definition of Totals Update Totals

Save For Later Finish and Submit Printable View 13 Detail Rpt

[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 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.

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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

Accounting Defaults

Professor Expenses Report ID: E0062878

Accounting Summary Set Personalizations | Find | First 1 of 1 Last

%	*GL Unit	Speed Code	Fund	Dept	Program	Project	
100.00	UWO		1	421030	00000		

[User 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

Accounting Defaults

Professor Expenses Report ID: E0062878

Accounting Summary Set Personalizations | Find | First 1-2 of 2 Last

%	*GL Unit	Speed Code	Fund	Dept	Program	Project	
50.00	UWO		1	421030	00000		
50.00	UWO		1	420110	00000		

[User Defaults](#)

UWO PeopleSoft Financials

Expense Reports, Cash Advances and Manager Approval

Expense Line Example

Select	*Expense Type	*Expense Date	*Amount Spent	*Currency		
<input type="checkbox"/>	Airfare: Canada-Canada/US	07/11/2011	500.00	CAD	*Detail	
<input type="checkbox"/>	Accom - hotel (645000)	07/11/2011	350.00	CAD	*Detail	
<input type="checkbox"/>	Meal - all day allowance	07/11/2011	45.00	USD	*Detail	

Buttons: Copy Selected, Delete Selected, Check For Errors, Help with this section, New Expense, Add

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

Create Expense Report

Expense Detail for Airfare:Canada-Canada/US (Line 2)

Professor Expenses Report ID: E0062878

Please enter or update the following information:

- Originating Location
- Location Amount -- You entered an amount over your authorized limit of 200.00 CAD. Explain why.
- Ticket Number
- Merchant (Preferred or Non-Preferred)

About This Expense

*Expense Date: 07/11/2011

No Receipt
 Non-Reimbursable

*Ticket Number: [Redacted]

Originating Location: [Redacted]

*Merchant Name: [Redacted]

Location: Other - Outside Canada

Description: [Redacted]

*Amount Spent: 500.00

*Currency: CAD

*Exchange Rate: 1.00000000

Default Rate

Reimbursement Amt: 500.00 CAD

Exception Comments

Tolerance Amount Explanation: [Redacted]

No Receipt: [Redacted]

[Accounting Detail](#)

[Receipt Split](#)

[Return to Expense Report](#)

Create Expense Report

Expense Detail for Airfare:Canada-Canada/US (Line 2)

Professor Expenses Report ID: E0062878

About This Expense

*Expense Date: 07/11/2011

No Receipt
 Non-Reimbursable

*Ticket Number: AC54321

Originating Location: Canada

*Merchant Name: Air Canada

Location: Canada

Description: [Redacted]

*Amount Spent: 500.00

*Currency: CAD

*Exchange Rate: 1.00000000

Default Rate

Reimbursement Amt: 500.00 CAD

Exception Comments

Tolerance Amount Explanation: had to book last minute as M. Professor could not attend

No Receipt: [Redacted]

[Accounting Detail](#)

[Receipt Split](#)

[Return to Expense Report](#)

UWO PeopleSoft Financials

Expense Reports, Cash Advances and Manager Approval

Expense Line Example

Select	*Expense Type	*Expense Date	*Amount Spent	*Currency		
<input type="checkbox"/>	Airfare-Canada-CanadaUS	07/11/2011	500.00	CAD	*Detail	
<input type="checkbox"/>	Accom - hotel (645000)	07/11/2011	350.00	USD	*Detail	
<input type="checkbox"/>	Meal - all day allowance	07/11/2011	45.00	USD	*Detail	

Buttons: Copy Selected, Delete Selected, Check For Errors, New Expense, Add

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.

Create Expense Report From 1.0109

Expense Detail for Accom - hotel (645000) (Line 3)

Professor Expenses Report ID: E0062878

About This Expense

*Expense Date: 07/11/2011 No Receipt Non-Reimbursable

*Number of Nights: 2

*Merchant Name: Marriott

Location: Other - Outside Canada

Description:

*Amount Spent: 350.00

*Currency: USD

*Exchange Rate: 1.01090000 Default Rate

Reimbursement Amt: 353.82 CAD

Exception Comments

Tolerance Amount Explanation:

No Receipt:

[Accounting Detail](#)
[Receipt Split](#)
[Itemize Hotel Bill](#)

[Return to Expense Report](#)

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.

Create Expense Report To 1.04

Expense Detail for Accom - hotel (645000) (Line 3)

Professor Expenses Report ID: E0062878

About This Expense

*Expense Date: 07/11/2011 No Receipt Non-Reimbursable

*Number of Nights: 2

*Merchant Name: Marriott

Location: Other - Outside Canada

Description:

*Amount Spent: 350.00

*Currency: USD

*Exchange Rate: 1.04000000 Default Rate

Reimbursement Amt: 384.00 CAD

Exception Comments

Tolerance Amount Explanation:

No Receipt:

[Accounting Detail](#)
[Receipt Split](#)
[Itemize Hotel Bill](#)

[Return to Expense Report](#)

Message

Warning -- Exchange rate differs from previous value by more than 2.5%. (13,7)

The exchange rate entered differs from the previous value by more than the maximum variance. The variance is maintained on the market rate definition.

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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.

Create Expense Report
Expense Report Entry

Professor Expenses [User Defaults](#) Report ID: E0062878

▼ General Information

*Description: Annual Conference New York Comment:

*Business Purpose: Conference Reference: 01-01

*Default Location: Other - Outside Canada

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

Details Customize | End | View All | First | 1-3 of 3 | Last

*Overview

Select	*Expense Type	*Expense Date	*Amount Spent	*Currency		
<input type="checkbox"/>	Airfare:Canada-Canada/US	07/11/2011	500.00	CAD	*Detail	<input type="button" value="Print"/> <input type="button" value="Add"/>
<input type="checkbox"/>	Accom - hotel (645000)	07/11/2011	350.00	USD	*Detail	<input type="button" value="Print"/> <input type="button" value="Add"/>
<input type="checkbox"/>	Meal - all day allowance	07/11/2011	45.00	USD	*Detail	<input type="button" value="Print"/> <input type="button" value="Add"/>

 [Help with this section](#)

Totals

Employee Expenses:	909.49 CAD	Due Employee:	909.49 CAD
Non-Reimbursable Expenses:	0.00 CAD	Due Vendor:	0.00 CAD
Prepaid Expenses:	0.00 CAD		
Employee Credits:	0.00 CAD		
Vendor Credits:	0.00 CAD		
Cash Advances Applied:	0.00 CAD		

[Definition of Totals](#)

[Printable View](#)

[Return to Travel and Expense Center](#)

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).

UWO PeopleSoft Financials

Expense Reports, Cash Advances and Manager Approval

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.

Find an Existing Value

Limit the number of results to (up to 300):

Search by: begins with

[Advanced Search](#)

Search Results

View All First 1-6 of 6 Last

Report ID	Report Description	Name	Empl ID	Report Status	Creation Date
E0062878	Annual Conference New York	Expenses,Professor	020057132	Submitted	07/26/2011

Select to View

View Expense Report

Expense Report Detail

Professor Expenses User Defaults Report ID: E0062878

General Information

Description: Annual Conference New York Comment:

Business Purpose: Conference Reference: 01-01

Status: Submitted for Approval Last Updated: 07/26/2011 By: EGRAY28

*Default Location: Other - Outside Canada By: EGRAY28

Post State: Not Applied

Accounting Defaults More Options:

Details Customize | Find | View All | First 1-3 of 3 Last

*Overview

	*Expense Date	*Amount Spent	*Currency		
Meal - all day allowance	07/11/2011	45.00	USD	Detail	
Airfare:Canada-Canada/US	07/11/2011	500.00	CAD	Detail	
Accom - hotel (645000)	07/11/2011	350.00	USD	Detail	

[Help with this section](#)

Totals

Employee Expenses:	909.49 CAD	Due Employee:	909.49 CAD
Non-Reimbursable Expenses:	0.00 CAD	Due Vendor:	0.00 CAD
Prepaid Expenses:	0.00 CAD		
Employee Credits:	0.00 CAD		
Vendor Credits:	0.00 CAD		
Cash Advances Applied:	0.00 CAD		

[Definition of Totals](#)

[Printable View](#)

Pending Actions Customize | Find | First 1-4 of 4 Last

Profile	Name	Action	Date/Time
---------	------	--------	-----------

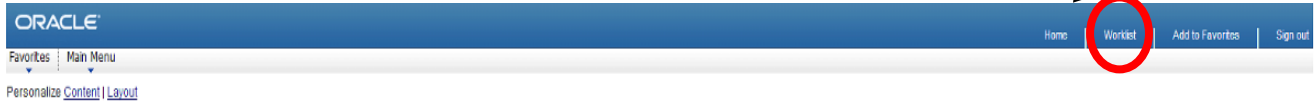
Scroll down to view the Pending Actions for Review, Approve and Prepay Audit.

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Expense Reports, Cash Advances and Manager Approval

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. .

Worklist for L

Detail View Publish as Feed Work List Filters: [] Feed

From	Date From	Work Item	Worked By Activity	Priority	Link		
Ruta E Lawrence	06/22/2011	Approval Routing	Approval Workflow	2-Medium	ERApproval: 1654, UWO, 2010-08-01, N, 0, SHEET ID E0062761, RDC:RA,1,A	Mark Worked	Reassign
Jennifer H Maxwell	06/22/2011	Approval Routing	Approval Workflow	2-Medium	CAApproval: 1311, UWO, 2010-06-01, N, 0, ADVANCE ID:A0004018, RDC:RA,1,A	Mark Worked	Reassign
Ruta E Lawrence	06/21/2011	Approval Routing	Approval Workflow	2-Medium	ERApproval: 1624, UWO, 2010-06-01, N, 0, SHEET ID E0062758, RDC:RA,1,A	Mark Worked	
Ruta E Lawrence	06/21/2011	Approval Routing	Approval Workflow	2-Medium	ERApproval: 1634, UWO, 2010-06-01, N, 0, SHEET ID E0062759, RDC:RA,1,A	Mark Worked	
Jennifer H Maxwell	06/21/2011	Approval Routing	Approval Workflow	2-Medium	ERApproval: 1584, UWO, 2010-06-01, N, 0, SHEET ID E0062754, RDC:RA,1,A	Mark Worked	Reassign
Jennifer H Maxwell	06/21/2011	Approval Routing	Approval Workflow	2-Medium	ERApproval: 1604, UWO, 2010-08-01, N, 0, SHEET ID E0062756, RDC:RA,1,A	Mark Worked	Reassign
Jennifer H Maxwell	06/21/2011	Approval Routing	Approval Workflow	2-Medium	ERApproval: 1614, UWO, 2010-06-01, N, 0, SHEET ID E0062757, RDC:RA,1,A	Mark Worked	Reassign
Jennifer H Maxwell	06/20/2011	Approval Routing	Approval Workflow	2-Medium	ERApproval: 1554, UWO, 2010-05-01, N, 0, SHEET ID E0062749, RDC:RA,1,A	Mark Worked	Reassign
Jennifer H Maxwell	06/20/2011	Approval Routing	Approval Workflow	2-Medium	CAApproval: 1221, UWO, 2010-06-01, N, 0, ADVANCE ID:A0004007, RDC:RA,1,A	Mark Worked	Reassign
Jennifer H Maxwell	06/20/2011	Approval Routing	Approval Workflow	2-Medium	CAApproval: 1201, UWO, 2010-05-01, N, 0, ADVANCE ID:A0004006, RDC:RA,1,A	Mark Worked	Reassign

Select the item you want to review by clicking on the Link

UWO PeopleSoft Financials

Expense Reports, Cash Advances and Manager Approval

Approving a Cash Advance

Description:	Will Pooled Go Where I Hope?	Comment:	<input type="text"/>
Business Purpose:	Meeting - Professional Group		
Anticipated dates of travel/expense			
Begin Date:	08/28/2011	End Date:	08/30/2011
Status:	Approvals In Process	Reference:	
*Accounting Date:	08/28/2011	Post State:	Not Applied
Accounting Template:	CANADIAN	Last Updated:	08/28/2011 By: EGRAY28

*Source	Description	*Amount	Currency	Speed Code	*GL Business Unit	*Account	Fund Code	Department	Program Code	Project
Cash Advance	Will Pooled Go Where I Hope?	2,000.00	CAD		JWO	646100	1	140280	30205	

Totals	Advance Amount:	2,000.00 CAD
<input type="button" value="Update Totals"/>		

Profile	Name	Action	Date/Time
Prepay Auditor	(Pooled)		

Profile	Name	Action	Date/Time
	Mathis, William G	Submitted	08/28/2011 7:47:36PM
Departmental Approver	Expenses Professor	Approved	08/28/2011 7:48:50PM

Comments	<input type="text"/>
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A comment is required if you are denying or sending the request back for revision

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

UWO PeopleSoft Financials

Expense Reports, Cash Advances and Manager Approval

Approving an Expense Report

Approve Expense Report

Expense Report Summary

Professor Expenses [User Defaults](#) Report ID: E0062878

General Information

*Report Description: Annual Conference New York Reference: 01-01 Employee Base: Office

*Business Purpose: Conference Comment:

Report Status: Submitted for Approval

*Default Location: Other - Outside Canada

*Accounting Date: 07/26/2011 Created On: 07/26/2011 By: EGRAY28

Accounting Template: CANADIAN Last Updated: 07/26/2011 By: EGRAY28

[Risk Details](#)

[Accounting Defaults](#) More Options:

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

Receipt Information

Receipts Received

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

Expense Line Items [Customize](#) | [Find](#) | [Print](#) | [Refresh](#)

Expense Type	Date	Reimburse Amt	Currency	Receipt Verified	Receipt Required	Approve	
Meal - all day allowance	07/11/2011	45.49	CAD	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	-
Airfare: Canada-Canada/US	07/11/2011	500.00	CAD	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	-
Accom - hotel (645000)	07/11/2011	364.00	CAD	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	-

Expense Report Totals

Employee Expenses:	909.49	CAD	Due Employee:	909.49	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			

Pending Actions [Customize](#) | [Find](#) | [Print](#) | [Refresh](#) First 1-4 of 4 Last

Profile	Name	Action	Date/Time
Reviewer	Ross, Lillianne M		
Departmental Approver	Mathers, William G		
Departmental Approver	Krische, Elizabeth Anne		
Prepay Auditor	(Pooled)		

Action History [Customize](#) | [Find](#) | [Print](#) | [Refresh](#) First 1 of 1 Last

Profile	Name	Action	Date/Time
	Expenses, Professor	Submitted	07/26/2011 1:14:10PM

Comments

Budget Status: Not Budget Checked

[Budget Options](#)

[Expense Report Detail](#)

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**

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5. My System Profile

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

General Profile Information

Professor Expenses

My preferred language for PIA web pages is: English

My preferred language for reports and email is: English

Currency Code: CAD

Default Mobile Page:

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

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)

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.

Email User Worklist User

Remove this check mark if you do not want to receive email notices about Cash Advances and Expense Reports requiring your review.

Miscellaneous User Links

Primary Email Account	Email Type	Email Address		
<input checked="" type="checkbox"/>	Business	fsemail@uwo.ca	+	-
<input type="checkbox"/>			+	-

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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.

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	+	-
		+	-
		+	-

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 Delegate Entry Authority. Your department will arrange this with Financial Services.

UWO PeopleSoft Financials Expense Reports, Cash Advances and Manager Approval

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

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

Find an Existing Value

Limit the number of results to (up to 300):

Empl ID:
 Name:
 Payment Reference:
 SetID:
 Bank Code:
 Bank Account:
 Payment Number:
 Case Sensitive

[Basic Search](#) [Save Search Criteria](#)

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

Search Results

View All First 1-4 of 4 Last

Empl ID	Name	Payment Reference	SetID	Bank Code	Bank Account	Payment Number	Creation Date
010019487	Ross Lillianne M	1102814	UWO	MNTRL	CDN1	0000102814	08/30/2011
010019487	Ross Lillianne M	1100502	UWO	MNTRL	CDN1	0000100502	08/03/2011
010019487	Ross Lillianne M	1060930	UWO	MNTRL	CDN1	0000080930	07/15/2010
010019487	Ross Lillianne M	1035326	UWO	MNTRL	CDN1	0000035326	11/17/2009

Click on a payment to view details.

Employee Expense Payment

Employee Payment History

Payment Information

Payment Date: 09/02/2011 Payment Amount: 61.13 CAD
 Payment Status: Paid Payment Reference: 1102814

Payee Address

Payments						
Type	ID	Description	Status	Created	Amount	Currency
Expense Report	E0074711	meal during upgrade	Paid	08/25/2011	61.13 CAD	