

## Western PeopleSoft Financials Expense Reports, Cash Advances and Manager Approval

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

Click 

**Login to Financials & Grants**

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](mailto:profexp@uwo.ca) and the User ID is *profexp*.

# Western 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](#)

**General Information**

3 \*Description:  Comment:

4 \*Business Purpose:

Anticipated dates of travel/expense

5 Begin Date:  6 End Date:

Reference:

[Import ATM Advances](#) [Risk Details](#)

**Details**

*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.

# Western 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

**3** \*Description: Annual Conference New York  
**4** \*Business Purpose: Conference  
**5** \*Default Location: Other - Outside Canada  
Reference: 01-01  
**6** Apply Cash Advance(s)

Accounting Defaults More Options: GO

Details  
\*Overview

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

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.

## Western PeopleSoft Financials Expense Reports, Cash Advances and Manager Approval

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

[User Defaults](#)

# Western 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	<a href="#">*Detail</a>	 
<input type="checkbox"/>	 Accom - hotel (645000)	07/11/2011	350.00	CAD	<a href="#">*Detail</a>	 
<input type="checkbox"/>	Meal - all day allowance	07/11/2011	45.00	USD	<a href="#">*Detail</a>	 

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:

\*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:

[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:

\*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:

[Accounting Detail](#)  
[Receipt Split](#)

[Return to Expense Report](#)

# Western 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

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**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.

## Western PeopleSoft Financials Expense Reports, Cash Advances and Manager Approval

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 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:  GO

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

\*Overview

Select	*Expense Type	*Expense Date	*Amount Spent	*Currency	*Detail	+
<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	USD	*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:	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      Update Totals

Save For Later      Finish and Submit      [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](mailto: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).

# Western 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](mailto: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 Details Report ID: E0062878

**General Information**

Description: Annual Conference New York Comment:

Business Purpose: Conference

Status: Submitted for Approval Reference: 01-01

\*Default Location: Other - Outside Canada Last Updated: 07/26/2011 By: EGRAY2B

Post State: Not Applied

**Accounting Defaults** More Options:

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

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

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 | View All | First 1-4 of 4 Last

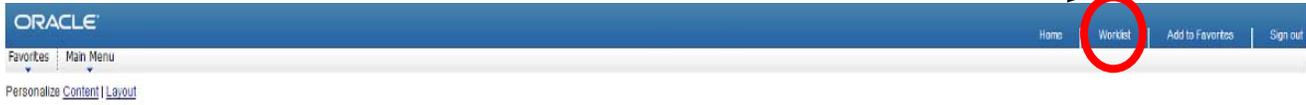
Profile	Name	Action	Date/Time

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

# Western PeopleSoft Financials 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 LROSS: Lillianne M Ross

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	<a href="#">ERApproval: 1654, UWO, 2010-06-01, N, 0, SHEET ID: E0062761 RDC:RA,1,A</a>	Mark/Worked	Reassign
Jennifer H Maxwell	06/22/2011	Approval Routing	Approval Workflow	2-Medium	<a href="#">CAApproval: 1311, UWO, 2010-06-01, N, 0, ADVANCE ID: A0004016 RDC:RA,1,A</a>	Mark/Worked	Reassign
Ruta E Lawrence	06/21/2011	Approval Routing	Approval Workflow	2-Medium	<a href="#">ERApproval: 1624, UWO, 2010-06-01, N, 0, SHEET ID: E0062758 RDC:RA,1,A</a>	Mark/Worked	
Ruta E Lawrence	06/21/2011	Approval Routing	Approval Workflow	2-Medium	<a href="#">ERApproval: 1634, UWO, 2010-06-01, N, 0, SHEET ID: E0062755 RDC:RA,1,A</a>	Mark/Worked	
Jennifer H Maxwell	06/21/2011	Approval Routing	Approval Workflow	2-Medium	<a href="#">ERApproval: 1584, UWO, 2010-06-01, N, 0, SHEET ID: E0062754 RDC:RA,1,A</a>	Mark/Worked	Reassign
Jennifer H Maxwell	06/21/2011	Approval Routing	Approval Workflow	2-Medium	<a href="#">ERApproval: 1604, UWO, 2010-06-01, N, 0, SHEET ID: E0062756 RDC:RA,1,A</a>	Mark/Worked	Reassign
Jennifer H Maxwell	06/21/2011	Approval Routing	Approval Workflow	2-Medium	<a href="#">ERApproval: 1614, UWO, 2010-06-01, N, 0, SHEET ID: E0062757 RDC:RA,1,A</a>	Mark/Worked	Reassign
Jennifer H Maxwell	06/20/2011	Approval Routing	Approval Workflow	2-Medium	<a href="#">ERApproval: 1554, UWO, 2010-06-01, N, 0, SHEET ID: E0062742 RDC:RA,1,A</a>	Mark/Worked	Reassign
Jennifer H Maxwell	06/20/2011	Approval Routing	Approval Workflow	2-Medium	<a href="#">CAApproval: 1221, UWO, 2010-06-01, N, 0, ADVANCE ID: A0004007 RDC:RA,1,A</a>	Mark/Worked	Reassign
Jennifer H Maxwell	06/20/2011	Approval Routing	Approval Workflow	2-Medium	<a href="#">CAApproval: 1201, UWO, 2010-06-01, N, 0, ADVANCE ID: A0004006 RDC:RA,1,A</a>	Mark/Worked	Reassign

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

# Western 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:	Approval: 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		JWC	848100	1	140200	30205	

<b>Totals</b>										
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

<b>Comments</b>	<input type="text"/>
-----------------	----------------------

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**

# Western 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:      GO

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

**Receipt Information**

Receipts Received

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

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

**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	<a href="#">Definition of Totals</a>		
Employee Credits:	0.00	CAD			
Vendor Credits:	0.00	CAD			
Cash Advances Applied:	0.00	CAD			

**Pending Actions**

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

**Action History**

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**

# Western PeopleSoft Financials Expense Reports, Cash Advances and Manager Approval

## 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"/>			+	-

**Western PeopleSoft Financials**  
**Expense Reports, Cash Advances and Manager Approval**

**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.

# Western 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

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	<a href="#">E0074711</a>	meal during upgrade	Paid	08/25/2011	61.13	CAD