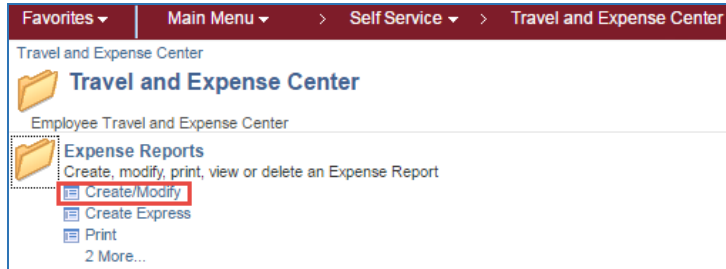



Create an Expense Report (Out of Pocket) – PeopleSoft

1. Go To: **Self Service > Travel and Expense Center > Expense Report > Create/Modify**



Once you click **CREATE/MODIFY**, the next screen shows your Employee ID defaulted into the **Empl ID** field. Click **ADD** to proceed.

Delegated entry: If the report is for someone you are delegated to enter expenses for, click the magnifying glass  to display a list of employees, then click the appropriate one and click **Add** to proceed.

2. On the **“Copy from Approved Travel Authorization”** screen:

Travel Auth Description	Authorization ID	Date From	Date To	Amount	Currency
				0.000	

- a) If you have a travel authorization to link to your expense report, select it from the list displayed.
- b) If you **do not** have a travel authorization to use, click **RETURN** to continue creating your expense report.

You will proceed to the **Create Expense Report** screen.

3. Fill out the **General Information Section** of the expense report:

- a. **BUSINESS PURPOSE:** use the dropdown menu to select **General**.

*Business Purpose

- b. **REPORT DESCRIPTION:** Input a description that will make the report easily identifiable.
e.g. **March 2017 Expense ABC Conf.**

*Report Description

- c. **DEFAULT LOCATION:** is Alberta. To change the default location for all expenses on the report, use this field to input/ select a new location.


*Default Location

Entering Expense Information:

4. Enter the expense **DATE** (MM/DD/YYYY) or use the calendar icon to select the date the expense was incurred (i.e. the date on the receipt).

*Date	*Expense Type	*Description	*Payment Type	*Amount	*Currency
<input type="text" value="03/01/2017"/>	<input type="text" value="Staff Dev - Conference Fees"/>	<input type="text" value="ABC Conference Fee Mar 2-7, 2017"/>	<input type="text" value="Cash"/>	<input type="text" value="200.00"/>	<input type="text" value="CAD"/>

222 characters remaining

5. Use the **EXPENSE TYPE** dropdown to select an expense type that best matches the purchase, or click the **EXPENSE CATEGORY** symbol  to select an expense type. Each expense type has a default accounting code attached to it therefore it is important that the proper expense type is selected.

GST EXEMPT expense types have been created for expenses incurred within Canada where GST is not applicable. This replaces the GST exempt procedure.

*Date	*Expense Type	*Description	*Payment Type	*Amount	*Currency
<input type="text" value="03/01/2017"/>	<input type="text" value="Staff Dev - Conference Fees"/>	<input type="text" value="ABC Conference Fee Mar 2-7, 2017"/>	<input type="text" value="Cash"/>	<input type="text" value="200.00"/>	<input type="text" value="CAD"/>

222 characters remaining

6. In the **DESCRIPTION** field enter **clear and concise details of the expense incurred and for what purpose it was incurred** (i.e. event or activity).

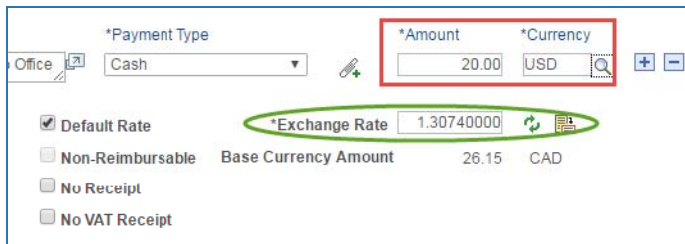
*Date	*Expense Type	*Description	*Payment Type	*Amount	*Currency
<input type="text" value="03/01/2017"/>	<input type="text" value="Staff Dev - Conference Fees"/>	<input type="text" value="ABC Conference Fee Mar 2-7, 2017"/>	<input type="text" value="Cash"/>	<input type="text" value="200.00"/>	<input type="text" value="CAD"/>

222 characters remaining

Quick Tips

- ✓ The description should follow the 5 “W’s” where applicable (who, what, when, where, and why).
- ✓ If the expense was incurred on behalf of another employee, that employee’s name **must** be included.
- ✓ A total number of attendees must be indicated for hosting and working sessions.
- ✓ Names of all attendees must be provided in the **DESCRIPTION** field or **ATTENDEES** field for meals, hosting and working sessions.

7. Select **CASH** as the **PAYMENT TYPE**.
8. Enter the total expense **AMOUNT** including all taxes. This amount must be the receipt.
9. **CURRENCY**: the default currency is CAD (Canadian Dollars). **If the expense is in a foreign currency please refer to Foreign Currency Exchange Rates Expenses PS document.**
10. The **BASE CURRENCY AMOUNT**, **CURRENCY** and **EXCHANGE RATE** will be pre-populated based on information entered on the report.



*Payment Type: Cash

*Amount: 20.00

*Currency: USD

*Exchange Rate: 1.30740000


Base Currency Amount: 26.15 CAD

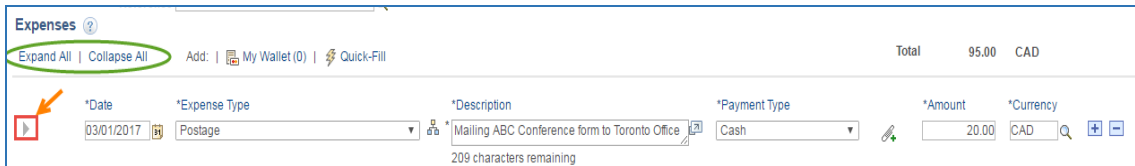
Default Rate:

Non-Reimbursable:

No Receipt:

No VAT Receipt:

11. Click on the **EXPAND ALL**, **COLLAPSE ALL**, or  symbol to view or hide all expense details.



Expenses

Expand All | Collapse All

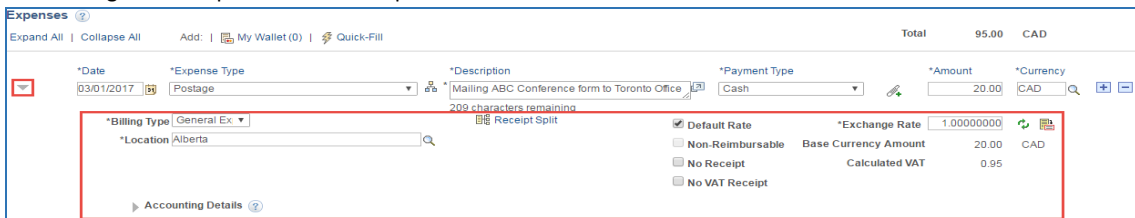
Add: | My Wallet (0) | Quick-Fill

Total: 95.00 CAD

*Date	*Expense Type	*Description	*Payment Type	*Amount	*Currency
03/01/2017	Postage	Mailing ABC Conference form to Toronto Office	Cash	20.00	CAD

209 characters remaining

Below image is the expense line level expanded in detail.



Expenses

Expand All | Collapse All

Add: | My Wallet (0) | Quick-Fill

Total: 95.00 CAD

*Date	*Expense Type	*Description	*Payment Type	*Amount	*Currency
03/01/2017	Postage	Mailing ABC Conference form to Toronto Office	Cash	20.00	CAD

209 characters remaining

*Billing Type: General Ex

*Location: Alberta

*Exchange Rate: 1.00000000

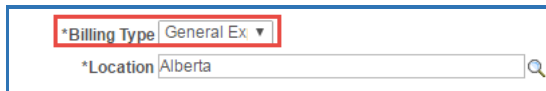
Base Currency Amount: 20.00 CAD

Calculated VAT: 0.95

Accounting Details


12. Select the appropriate **BILLING TYPE** from the dropdown that each line will be charged to. Options are:

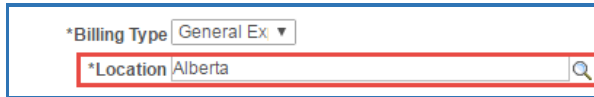
- General Expense
- Executive Disclosure



*Billing Type: General Ex

*Location: Alberta

13. The **LOCATION** field **pre populates** from the default location field. To change the location for the expense line, enter a new location or use the lookup glass  to select the appropriate location.

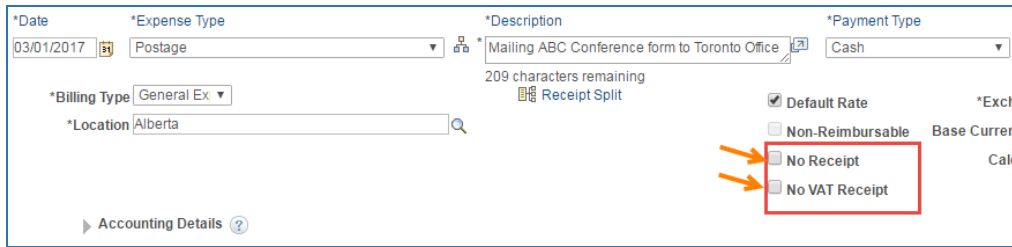


As an accredited University, MacEwan receives a rebate of GST paid on purchases. Choosing the correct location for the expense is important as it impacts how **taxes (VAT)** are applied in the system.


Location Quick Tips:

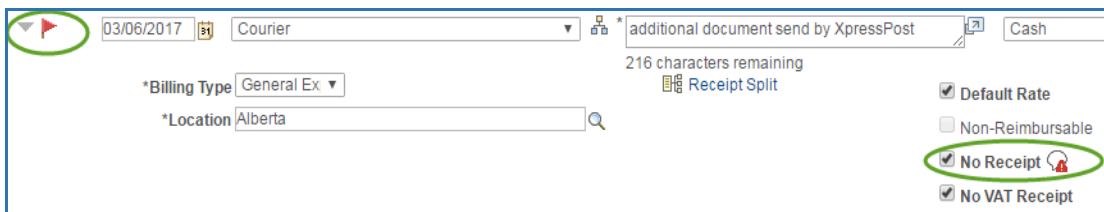
- ✓ If expenses are incurred outside of Canada (e.g. a hotel stay in Boston) ensure to select the appropriate location (e.g. USA) so that GST is not calculated.
- ✓ Not all international locations are listed. Select the nearest listed location outside of Canada to ensure GST is not calculated.

14. **Lost/No Receipts:** When a receipt is not available check the **NO VAT RECEIPT** and **NO RECEIPT** checkboxes.



Important information regarding Missing Receipts:

- o MacEwan University cannot claim the GST rebate **when a receipt is not submitted** therefore the above process must be followed.
 - o If a receipt has been lost, attempt to obtain another copy from the merchant.
 - o Expenses \$25.00 or more require a *Missing Receipt Declaration Form* (D4010-01 Appendix B). This must be completed and attached to the expense report using the **ATTACHMENT** field at the line level.
- a. After clicking **SUBMIT EXPENSE REPORT** in Summary and Submit page, or click add new line, an error flag will appear next to the expense line and a warning will display next to the NO RECEIPT checkbox. Click the warning  symbol.



- b. In the **COMMENT** field, enter a comment explaining why no receipt is available.

Expense Report


No Receipt Included

Isidra Burley Report ID 0000040997

Minimum Receipt Amount 1.00 CAD
 Monetary Amount 20.00 CAD

A receipt has not been included for the Courier expense on line 2. Please provide an explanation as to why.

Comment

15. Click the symbol  beside **ACCOUNTING DETAILS** to review the accounting details for that expense line.
Employees and expense approvers are responsible to ensure account coding is accurate.

Accounting Details ?

Chartfields YAT Amounts

Amount	*GL Unit	Monetary Amount	Currency Code	Exchange Rate	Account	Oper Unit	Fund	Dept	Program	Class
200.00	MCEW	200.00 CAD		1.00000000	610705	01	111	20401		

- ACCOUNT:** account code pre populates when the expense type is selected.
 - FUND and DEPT:** fund code and department ID (home department) pre populate from your employee profile.
 - For information on Project Coding, please refer to **PROJECT INFO ADD MODIFY EXPENSE REPORT** PS document.
16. **DEFAULT ACCOUNTING:** is your home department per your employee profile in PeopleSoft. There are two ways to change these defaults:
- Use the magnifying glass or manually enter the updated accounting information into the appropriate field
 - Change the default accounting codes (see step 17 below).
17. If most of the transactions on the expense report need to be charged to a different department:
- Click the **ACTIONS** dropdown button.
 - Select **DEFAULT ACCOUNTING FOR REPORT** to change the default accounting codes that all expense lines on the report.
 - Click **GO**.

Actions

- Choose an Action
- Apply/View Cash Advance(s)
- Associate Travel Authorization
- Copy Expense Lines
- Default Accounting For Report**
- Expense Report Project Summary
- Export to Excel
- User Defaults

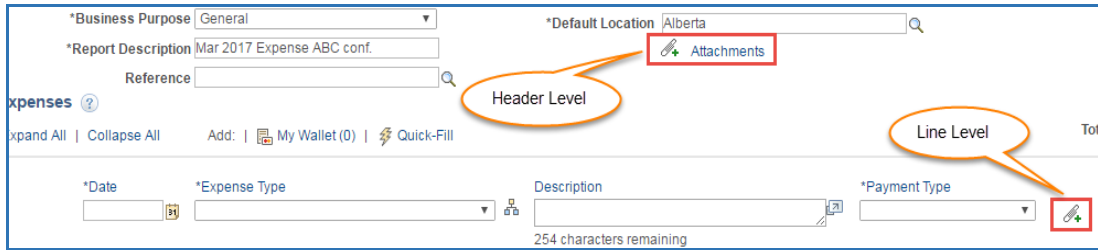
- d. Enter or select the department ID (etc.) you want to charge to and then click **OK** to return to expense report entry.

Accounting Summary

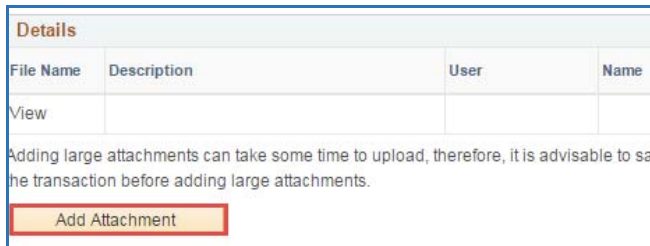
%	*GL Unit	Oper Unit	Fund	Dept	Program
100.00	MCEW	01	111	20401	

18. The **ATTACHMENTS** feature is used to add expense receipts and/or supporting documents for employee’s expenditures. This feature will replace the paper approval process as the attachments will be available for the approver in PeopleSoft.

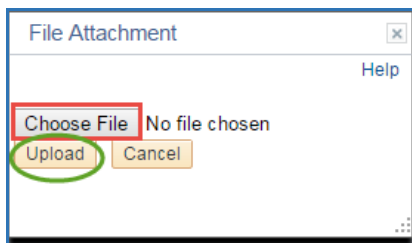
Attachments can be added at the **header level** and/or the **line level**. If the receipts/ supporting documents are attached at the header level, please keep the receipts in the same order as the expense lines to assist the approver(s).



- a. Click the **PAPERCLIP** icon at the header or line level.
- b. Click the **ADD ATTACHMENT** button to search for and select the receipt you wish to attach.

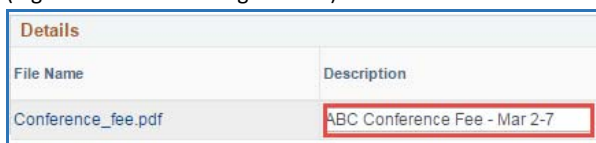



- c. Click **CHOOSE FILE** to select the file (receipts/ supporting documents) from its saved location on your computer/network. After the file is selected, click **UPLOAD**.

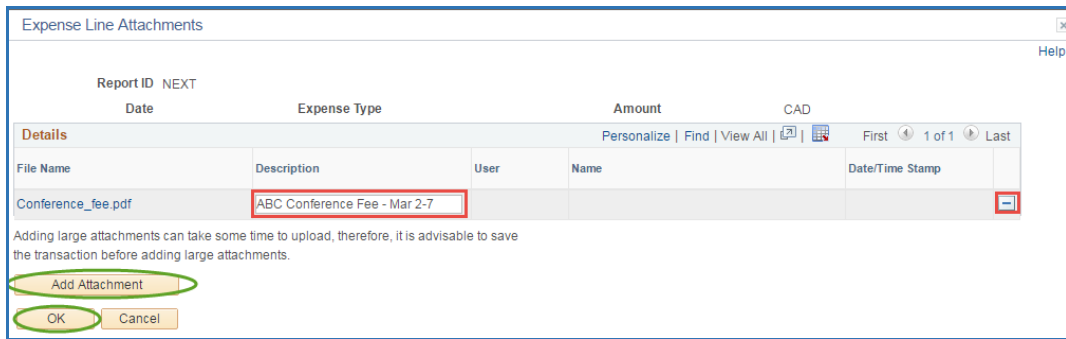


Note: the file name cannot contain any special characters and should be less than 60 characters. Adding large attachments can take some time to upload, therefore, it is advisable to **save the expense report** before adding large attachments.

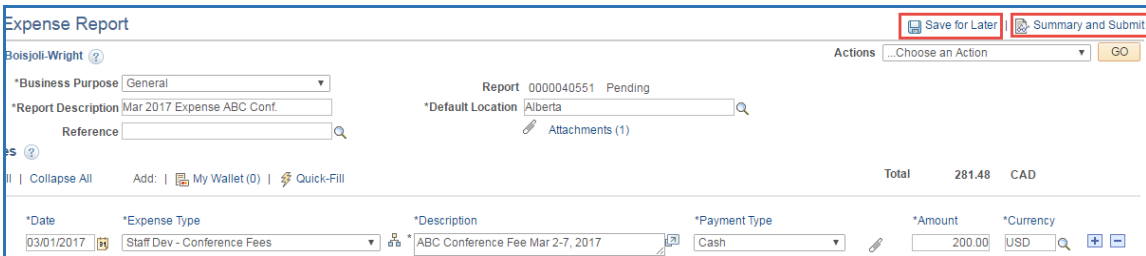
- d. In the **DESCRIPTION** field, enter a briefly description of what the receipt (attachment) is for (e.g. ABC Conference registration).



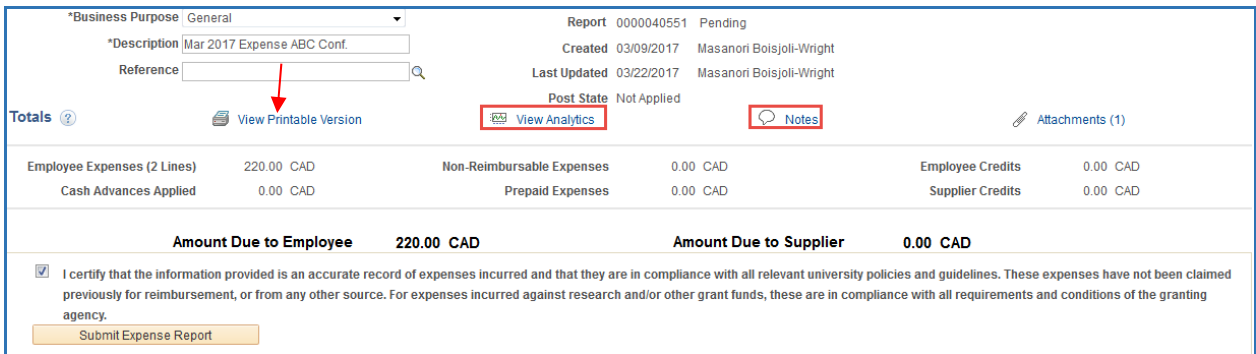
- e. To add more files, click **ADD ATTACHMENT**. If a file needs to be deleted, simply click  symbol. Once completed, click **OK** to complete the attachment process.



- 19. Click **SAVE FOR LATER** (if you are not ready to submit) or click **SUMMARY AND SUBMIT** to electronically send the report to the approver(s) for review.



- 20. **VIEW PRINTABLE VERSION** – Click to print the expense report. **Note: paper expense reports are no longer required.**



- 21. **VIEW ANALYTICS** – Click to view three tabs: Expense by Day, Totals by Department, and Totals by Project/Activity.
- 22. Click **NOTES** to add comments for approvers.

23. To complete the submission of the expense report, the certification check box must be selected, then click **SUBMIT EXPENSE REPORT** and **OK**.

I certify that the information provided is an accurate record of expenses incurred and that they are in compliance with Policy D4010 Allowable Expenses and associated procedures. These expenses have not been claimed previously for reimbursement, or from any other source. When grant funding is used, expenses have been incurred in accordance with the grant agency's requirements and conditions

Expense Report Submit Confirm Help

Expense Report
Submit Confirmation
 Masanori Boisjoli-Wright

Totals ?

Employee Expenses (2 Lines)	220.00 CAD	Non-Reimbursable Expenses	0.00 CAD	Employee Credits	0.00 CAD
Cash Advances Applied	0.00 CAD	Prepaid Expenses	0.00 CAD	Supplier Credits	0.00 CAD

Amount Due to Employee 220.00 CAD
Amount Due to Supplier 0.00 CAD

24. **Payment for claimed out of pocket expenses:** expense claims that are fully approved in PeopleSoft prior to end of day Tuesday will be included in the pay cycle which occurs on Wednesday mornings. Payment is typically done via direct deposit and should be in your bank account 3-5 **business days** after the Wednesday pay cycle.

25. To check the **status** of an expense report:

Self-Service > Travel and Expense Center > Expense Report > View

Refer to the below grid to understand the status of an expense report.

REPORT STATUS	STATUS DESCRIPTION	ACTION
PENDING	Employee has created report and saved for later. OR Report has been sent back to the employee for correction/action.	Employee should action the report.
DENIED	Approver has denied the report.	Report can no longer be modified. Employee should review comments to understand why the report was denied.
ON HOLD	Employee has submitted report. Report has been accessed and put on hold by the approver.	Approver should action the report.
IN PROCESS (APPROVALS IN PROCESS)	Employee has submitted report. There are multiple approvers and at least one approval has been completed. The report is pending review and decision by at least one approver.	Approver should action the report.



REPORT STATUS	STATUS DESCRIPTION	ACTION
APPROVED (FOR PAYMENT)	Report has been submitted, approved, and pending payment. This status will change to staged overnight and stay at staged status until paid (next pay cycle).	Report can no longer be modified.
STAGED	Report has been submitted, approved and is pending the next pay cycle to be paid.	Report can no longer be modified.
SUBMITTED (SUBMITTED FOR APPROVAL)	Employee has submitted report. Pending with expense approver(s). Employee is able to WITHDRAW the expense report ONLY when the report status is in "Submitted for Approval."	Approver should action the report.
PAID	Report has been approved and paid.	Report can no longer be modified.

Questions regarding expenses should be directed to Expense Services (PACS): ExpenseServices@macewan.ca