



THE UNIVERSITY OF VERMONT

UVM
founded 1791

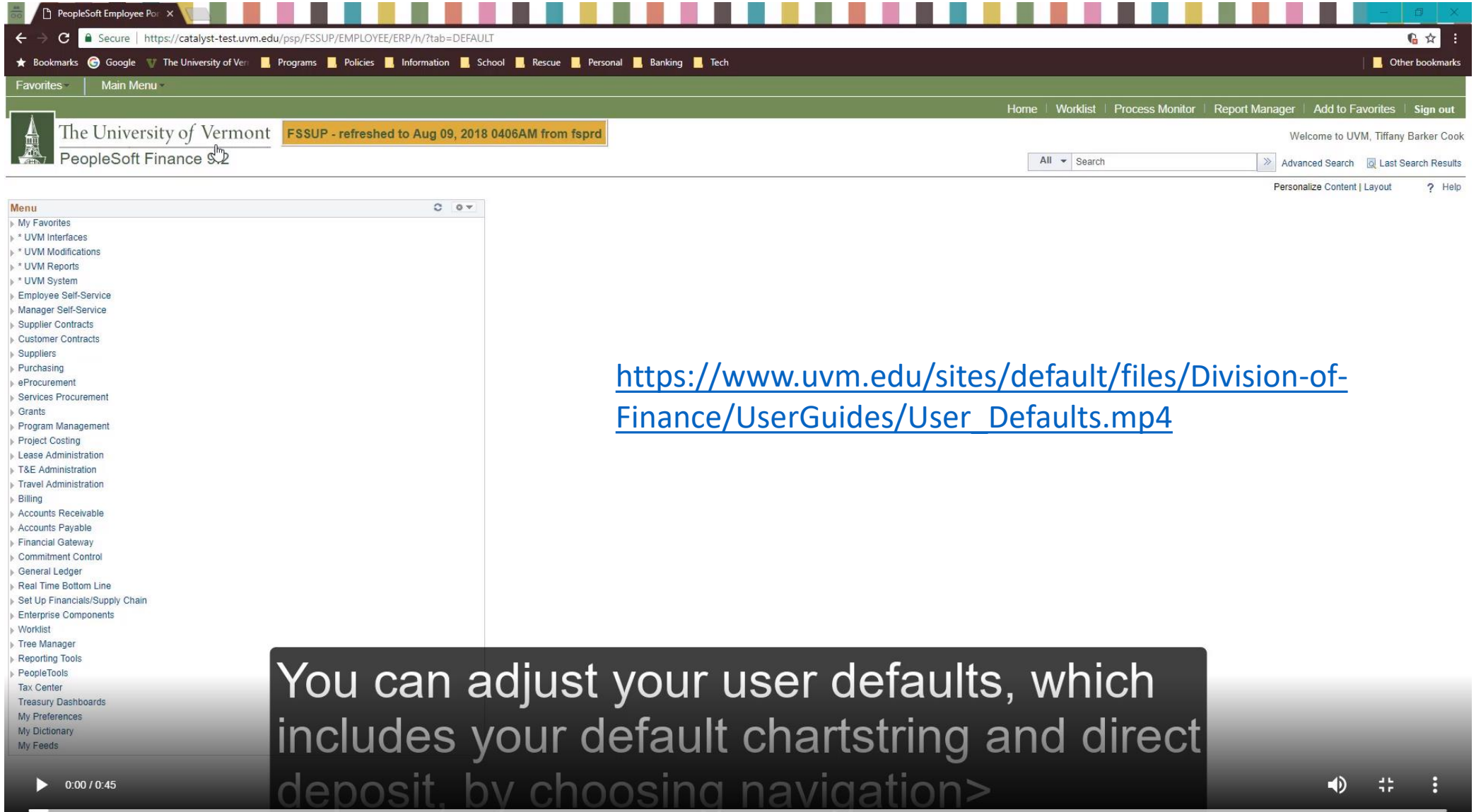
People Soft Travel and Expense Advanced Topics



Agenda

- User Defaults
- Public versus Private Templates
- Creating Documents from Templates
- Creating Documents from Previous Documents
- General Information Drop Down Menu
- Add New Expenses – Multiple Expenses
- Business Meal Attendees
- Hotel Wizard
- Accounting Defaults
- Moving Columns
- Adding Attachments
- Submit Electronically
- Where is the payment in process – view the payment

User Defaults



The screenshot displays the PeopleSoft Employee Portal interface. The browser address bar shows the URL <https://catalyst-test.uvm.edu/psp/FSSUP/EMPLOYEE/ERP/h?tab=DEFAULT>. The page header includes the University of Vermont logo, the text "The University of Vermont PeopleSoft Finance S2", and a notification "FSSUP - refreshed to Aug 09, 2018 0406AM from fsprd". The navigation menu on the left lists various system components, including "My Favorites", "UVM Interfaces", "UVM Modifications", "UVM Reports", "UVM System", "Employee Self-Service", "Manager Self-Service", "Supplier Contracts", "Customer Contracts", "Suppliers", "Purchasing", "eProcurement", "Services Procurement", "Grants", "Program Management", "Project Costing", "Lease Administration", "T&E Administration", "Travel Administration", "Billing", "Accounts Receivable", "Accounts Payable", "Financial Gateway", "Commitment Control", "General Ledger", "Real Time Bottom Line", "Set Up Financials/Supply Chain", "Enterprise Components", "Worklist", "Tree Manager", "Reporting Tools", "PeopleTools", "Tax Center", "Treasury Dashboards", "My Preferences", "My Dictionary", and "My Feeds".

A video player overlay is positioned in the lower right quadrant of the screen. It features a dark background with white text that reads: "You can adjust your user defaults, which includes your default chartstring and direct deposit, by choosing navigation>". The video player includes a progress bar at the bottom showing "0:00 / 0:45" and standard playback controls (play, volume, full screen, and a menu icon).

https://www.uvm.edu/sites/default/files/Division-of-Finance/UserGuides/User_Defaults.mp4



User Defaults

[Favorites](#) ▾ | [Main Menu](#) ▾ > [Employee Self-Service](#) ▾ > [User Defaults](#)



The University of Vermont
PeopleSoft Finance 9.1

User Preferences

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

[Find an Existing Value](#)

▼ Search Criteria

User ID:

Delegate User ID:

Empl ID:

User Description:

☐ **Case Sensitive**

[Search](#)

[Clear](#)

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


Search Results

View All		First	1-7 of 7	Last
User ID	Delegate User ID	Empl ID	User Description	
efitzger	Petty_Cash_Approver	0028138	Petty Cash Approver	
efitzger	dtrono	0039957	Diane Trono	
efitzger	efitzger	0028138	Erin Fitzgerald	
efitzger	gdeziel	0017899	Gary Deziel	
efitzger	hleblanc	0031069	Holly LeBlanc	
efitzger	jdorris	0136004	John Dorris	
efitzger	tjbarker	0083811	Tiffany Barker Cook	



User Defaults – for me

Favorites ▾Main Menu ▾Employee Self-Service ▾User Defaults



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UVM User Defaults

Userid: efitzgerErin FitzgeraldEmpl ID 0028138

General Preferences

Journal Source Default Projects Business Unit

Travel Default Chartstring and Direct Deposit Information

OU	Dept	Fund	Source	Function	PC BU	Project	Activity	Program	Purpose	Property
<input type="text" value="01"/>	<input type="text" value="11290"/>	<input type="text" value="100"/>	<input type="text" value="100001"/>	<input type="text" value="521"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="0000"/>	<input type="text" value="0000"/>	<input type="text" value="0000"/>

Do you want Direct Deposit or a Check?

Bank Account Information

Default Account	Account Source	External Bank ID (last 4 digits)	Bank Account # (last 4 digits)
1 <input checked="" type="checkbox"/>	Payroll	<input type="text" value=""/>	<input type="text" value=""/>

PurCard Default Chartstring (if employee has PCard)

Cardmember Number	Operating Unit	Department	Fund	Source	Function	PC Business Unit	Project	Activity	Program	Purpose	Property
1 *****631766	<input type="text" value="01"/>	<input type="text" value="11290"/>	<input type="text" value="100"/>	<input type="text" value="100001"/>	<input type="text" value="521"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="0000"/>	<input type="text" value="0000"/>	<input type="text" value="0000"/>
2 *****631758	<input type="text" value="01"/>	<input type="text" value="11290"/>	<input type="text" value="100"/>	<input type="text" value="100001"/>	<input type="text" value="521"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="0000"/>	<input type="text" value="0000"/>	<input type="text" value="0000"/>

Requisition Default Chartstring and Location

OU	Dept	Fund	Source	Function	PC BU	Project	Activity	Program	Purpose	Property
<input type="text" value="01"/>	<input type="text" value="11290"/>	<input type="text" value="100"/>	<input type="text" value="100001"/>	<input type="text" value="521"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="0000"/>	<input type="text" value="0000"/>	<input type="text" value="0000"/>

Location UVM Disbursement Center
19 Roosevelt Highway
Suite 120
ColchesterVT05446


SaveReturn to SearchPrevious in ListNext in ListNotify



User Defaults – a delegate

Favorites ▾

Main Menu ▾ > Employee Self-Service ▾ > User Defaults



The University of Vermont
PeopleSoft Finance 9.1

UVM User Defaults

User Id: gdeziel Gary Deziel Empl ID 0017899

General Preferences

Journal Source Default Projects Business Unit

▼ Travel Default Chartstring and Direct Deposit Information

OU	Dept	Fund	Source	Function	PC BU	Project	Activity	Program	Purpose	Property
<input type="text" value="32"/>	<input type="text" value="50042"/>	<input type="text" value="100"/>	<input type="text" value="100007"/>	<input type="text" value="421"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="0000"/>	<input type="text" value="0072"/>	<input type="text" value="0000"/>

PurCard Default Chartstring (if employee has PCard)

First 1 of 1 Last

Cardmember Number	Operating Unit	Department	Fund	Source	Function	PC Business Unit	Project	Activity	Program	Purpose	Property
1 *****025567	<input type="text" value="32"/>	<input type="text" value="50042"/>	<input type="text" value="100"/>	<input type="text" value="100007"/>	<input type="text" value="421"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="0000"/>	<input type="text" value="0000"/>	<input type="text" value="0000"/>

Requisition Default Chartstring and Location

OU	Dept	Fund	Source	Function	PC BU	Project	Activity	Program	Purpose	Property
<input type="text" value="32"/>	<input type="text" value="50020"/>	<input type="text" value="330"/>	<input type="text" value="201055"/>	<input type="text" value="421"/>	<input type="text" value="GCA01"/>	<input type="text" value="027058"/>	<input type="text" value="SPNS"/>	<input type="text" value="0000"/>	<input type="text" value="0000"/>	<input type="text" value="0000"/>

Location University of Vermont
Extension Main
23 Mansfield Avenue
Burlington VT 05405

Save

Return to Search

Previous in List

Next in List

Notify




User Defaults – a delegate

Favorites ▾

Main Menu ▾ >

Employee Self-Service ▾ >

User Defaults





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PeopleSoft Finance 9.1









UVM User Defaults

Userid: hleblanc Holly LeBlanc Empl ID 0031069





General Preferences

Journal Source  Default Projects Business Unit 


▼ Travel Default Chartstring and Direct Deposit Information


OU	Dept	Fund	Source	Function	PC BU	Project	Activity	Program	Purpose	Property
<input type="text" value="01"/> 	<input type="text" value="11290"/> 	<input type="text" value="100"/> 	<input type="text" value="100001"/> 	<input type="text" value="521"/> 	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="0000"/> 	<input type="text" value="0000"/> 	<input type="text" value="0000"/> 


PurCard Default Chartstring (if employee has PCard)


  First  1 of 1  Last


1

 Save

 Return to Search

 Previous in List

 Next in List

 Notify

Public versus Private Templates

- Two types of template available in Peoplesoft
 - Public – everyone can see and use

[Create Expense Report](#)

Select a Template

Report ID NEXT			
	Template	Description	Template Type
Select	MILEAGE	testing mileage	User Template
Select	EX-DOM	Domestic Expense Report	Public Template
Select	EXMILE	EXP Travel Mileage	Public Template
Select	EX_FOR	Foreign Expense Report	Public Template

[Return to Expense Report Entry](#)



Public versus Private Templates

- Public templates
 - Domestic Expense Report template has expense types for airfare, automobile rental, rental car gasoline, hotel/lodging, and meals.
 - Exp Travel Mileage template has an expense type for automobile mileage
 - Foreign Expense Report template has expense types for airfare, automobile rental, rental car gasoline, hotel/lodging, and meals.
- Private – only user can see them
 - Add any expense types you may frequently use

Creating a Template

Favorites ▾ Main Menu ▾ Employee Self-Service ▾ Travel and Expenses ▾ User Preferences ▾ Create/Update User Template

User Template

Find an Existing Value

Add a New Value

Document Template:

Template Type: ▾

Add



Add a Template

User Template

Erin Fitzgerald

General Information

User ID: efitzger

Template: ER

Template Type: Expense Report

*Description:

Short Description:

Expense Type

*Expense Type

-
- Air Travel Domestic

Air Travel Foreign

Amenities/Gifts/Hospitality

Automobile Mileage

Automobile Rental - Domestic

Automobile Rental - Foreign

Automobile Repair/Maintenance

Books and Reference Materials

Computer Supplies

Conference Reg. Fee - Domestic

Conference Reg. Fee - Foreign

Encumbrance - Domestic Trip

Encumbrance-Foreign Trip

Entrance Fees - Ed. Purposes

Equipment <\$5000

Gratuity-Domestic


Gratuity-Foreign

Ground Transportation - Dom

Ground Transportation - Foreign

+...

-

 Update/Display



Add a description Add the expense types

Add a Template

User Template

Erin Fitzgerald

General Information

User ID: efitzger
Template: ER
Template Type: Expense Report
*Description: Overnight Trip
Short Description: Overnight

Expense Type

*Expense Type		
Automobile Mileage	▼	+... -
Meals- Domestic Travel Daily	▼	+... -
Hotel/Lodging Domestic	▼	+... -

Save

Creating documents from templates

Create Expense Report

Erin Fitzgerald ?

 Save for Later |  Summary and Submit

*Business Purpose

*Report Description

*US State/Country

 [Attachments](#)

Quick Start

...Populate From
A Template
A Travel Authorization
An Existing Report
Entries from My Wallet

GO

Create Expense Report

Select a Template

Report ID NEXT



	Template	Description	Template Type
Select	MILEAGE	testing mileage	User Template
Select	EX-DOM	Domestic Expense Report	Public Template
Select	EXMILE	EXP Travel Mileage	Public Template
Select	EX_FOR	Foreign Expense Report	Public Template

[Return to Expense Report Entry](#)

Enter the date range and select the expense types

Template EX-DOM Description Domestic Expense Report

Date Range

From 11/15/2013  To 11/20/2013 

Add Expense Types:

One Day	All Days	Expense Type
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Air Travel Domestic
<input type="checkbox"/>	<input type="checkbox"/>	Automobile Rental - Domestic
<input type="checkbox"/>	<input type="checkbox"/>	Rental Car Gasoline - Domestic
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Hotel/Lodging Domestic
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Meals- Domestic Travel Daily

OK Cancel

The new expense report contains all the lines with dates

Create Expense Report

[Save for Later](#) | [Summary and Submit](#)

Erin Fitzgerald ?

Actions ...Choose an Action GO

*Business Purpose Administration/Operation

*US State/Country Chittenden County, VT

*Report Description

[Attachments](#)

*Trip Description/Dates/Comments

Expenses ?

[Expand All](#) | [Collapse All](#) | Add: | [My Wallet \(0\)](#) | [Quick-Fill](#)

Total 0.00 USD

*Date	*Expense Type	*Description	*Payment Type	*Amount	*Currency	
11/15/2013 31	Air Travel Domestic	* <input type="text"/> 254 characters remaining	Cash	<input type="text" value="0.00"/>	USD + -	
11/15/2013 31	Hotel/Lodging Domestic	* <input type="text"/> 254 characters remaining	Cash	<input type="text" value="0.00"/>	USD + -	
11/15/2013 31	Meals- Domestic Travel Daily	* <input type="text"/> 254 characters remaining	Cash	<input type="text" value="0.00"/>	USD + -	
11/16/2013 31	Meals- Domestic Travel Daily	* <input type="text"/> 254 characters remaining	Cash	<input type="text" value="0.00"/>	USD + -	
11/17/2013 31	Meals- Domestic Travel Daily	* <input type="text"/> 254 characters remaining	Cash	<input type="text" value="0.00"/>	USD + -	
11/18/2013 31	Meals- Domestic Travel Daily	* <input type="text"/> 254 characters remaining	Cash	<input type="text" value="0.00"/>	USD + -	
11/19/2013 31	Meals- Domestic Travel Daily	* <input type="text"/> 254 characters remaining	Cash	<input type="text" value="0.00"/>	USD + -	
11/20/2013 31	Meals- Domestic Travel Daily	* <input type="text"/> 254 characters remaining	Cash	<input type="text" value="0.00"/>	USD + -	

Review/Edit Profile

PeopleSoft Employee Self-Service

Secure | <https://catalyst-test.uvm.edu/psp/FSSUP/EMPLOYEE/ERP/h?tab=DEFAULT>

Bookmarks: Google, The University of Vermont, Programs, Policies, Information, School, Rescue, Personal, Banking, Tech

Favorites: Main Menu

Home | Worklist | Process Monitor | Report Manager | Add to Favorites | Sign out

The University of Vermont
PeopleSoft Finance 9.2

FSSUP - refreshed to Aug 09, 2018 0406AM from fsprd

Welcome to UVM, Tiffany Barker Cook

All Search Advanced Search Last Search Results

Personalize Content | Layout ? Help

Menu

- My Favorites
- * UVM Interfaces
- * UVM Modifications
- * UVM Reports
- * UVM System
- Employee Self-Service
- Manager Self-Service
- Supplier Contracts
- Customer Contracts
- Suppliers
- Purchasing
- eProcurement
- Services Procurement
- Grants
- Program Management
- Project Costing
- Lease Administration
- T&E Administration
- Travel Administration
- Billing
- Accounts Receivable
- Accounts Payable
- Financial Gateway
- Commitment Control
- General Ledger
- Real Time Bottom Line
- Set Up Financials/Supply Chain
- Enterprise Components
- Worklist
- Tree Manager
- Reporting Tools
- PeopleTools
- Tax Center
- Treasury Dashboards
- My Preferences
- My Dictionary
- My Feeds

https://www.uvm.edu/sites/default/files/Division-of-Finance/UserGuides/Review_Edit_Profile.mp4

0:01 / 1:31

When reviewing and editing your profile

Change User Defaults – Default Creation Method

- Expense Report: Copy From a Template
- Employee Self-Service, Travel and Expenses, Review/Edit Profile

Employee Data

Organizational Data

User Defaults

Bank Accounts

Corporate Card Information

Erin Fitzgerald

Default Creation Method

*Expense Report

Copy From a Template

Copy From a Travel Auth.

Copy an Existing Report

Open a Blank Report

*Time Report

Open a Blank Report

*Travel Authorization

Open a Blank Authorization

Expense Defaults

Report Description

Mileage to campus for meetings

Business Purpose

Administration/Operation

Originating Location

CHITT

Expense Location

CHITT

Transportation ID

Accounting Detail Default View

Collapsed

Per Diem Range

Billing Type

UVM Internal

Payment Type

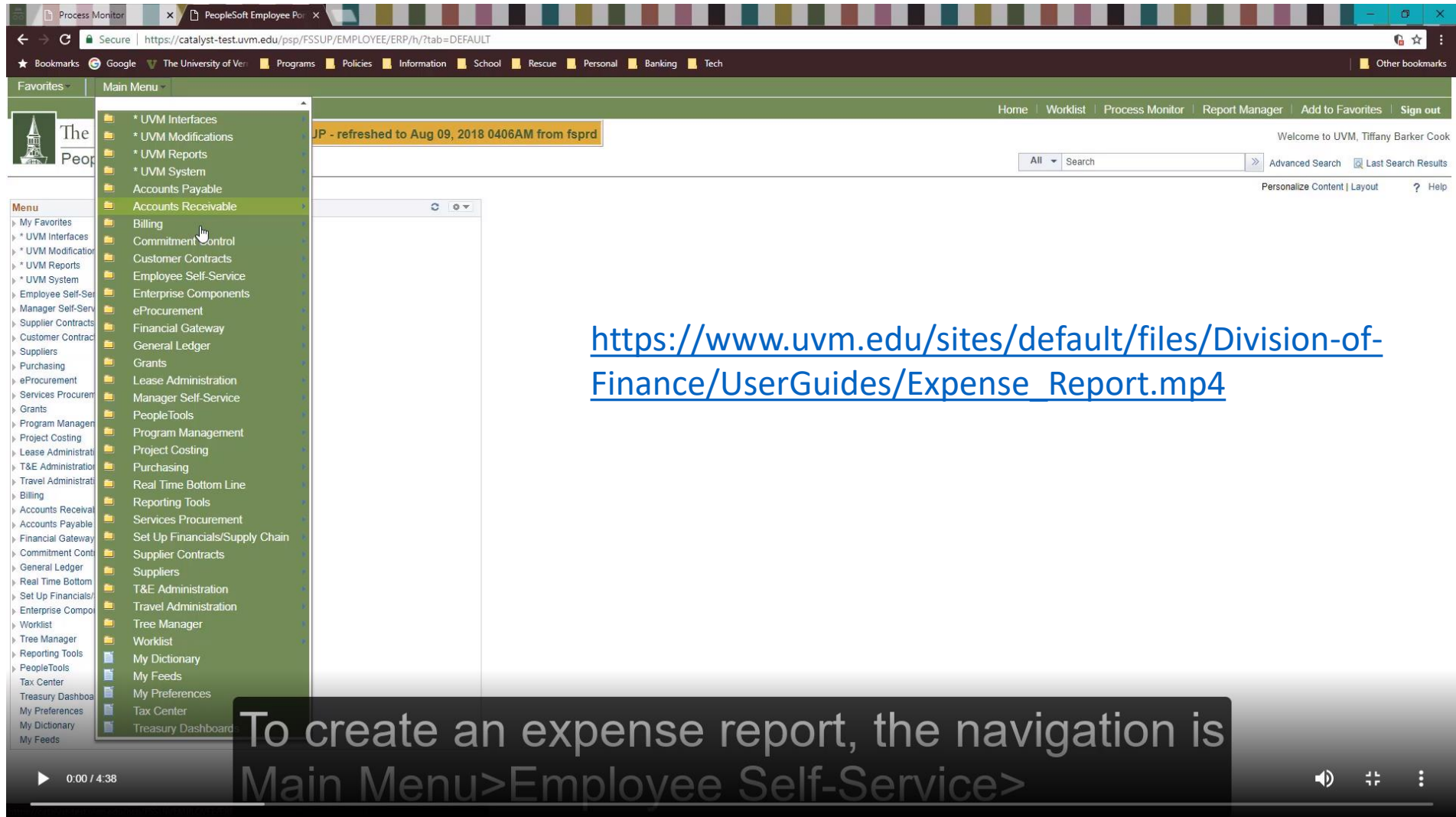
CSH

Cash

Credit Card

Number of Nights

Create an Expense Report



The screenshot displays the PeopleSoft Employee Self-Service web application. The browser address bar shows the URL: <https://catalyst-test.uvm.edu/psp/FSSUP/EMPLOYEE/ERP/h?tab=DEFAULT>. The main navigation menu is open, showing a list of options. The path for creating an expense report is highlighted: **Main Menu** > **Employee Self-Service** > **Expense Report**. A video player interface is overlaid on the bottom of the screenshot, with a play button and a progress bar showing 0:00 / 4:38. The video title is "To create an expense report, the navigation is Main Menu>Employee Self-Service>".

https://www.uvm.edu/sites/default/files/Division-of-Finance/UserGuides/Expense_Report.mp4

To create an expense report, the navigation is
Main Menu>Employee Self-Service>

Creating documents from previous documents

Create Expense Report

Erin Fitzgerald ?

*Business Purpose Administration/Operation

*US State/Country Chittenden County, VT

*Report Description

+ Attachments

Quick Start

...Populate From
A Template
A Travel Authorization
An Existing Report
Entries from My Wallet

GO

and Submit

Copy from Existing Expense Report

From Date 01/01/2016

To 04/01/2019

Search

Expense Reports

	Report ID	Description	Business Purpose	Status	Created
Select	0000116415	2019 HEUG Orlando	Administration/Operation	Submitted for Approval	03/23/2019
Select	0000109128	Mileage to campus for meetings	Administration/Operation	Paid	04/15/2018
Select	0000105832	Mileage to campus for meetings	Administration/Operation	Paid	10/28/2017
Select	0000105805	Mileage to campus for meetings	Administration/Operation	Paid	10/27/2017
Select	0000100884	2017 HEUG Las Vegas	Administration/Operation	Paid	03/10/2017
Select	0000093369	PeopleSoft HEUG	Professional Development	Paid	03/19/2016

Return

Change the dates and dollars, delete any unnecessary lines

Create Expense Report

 Save for Later |  Summary and Submit

Erin Fitzgerald ?

Actions ...Choose an Action GO

*Business Purpose Administration/Operation

*US State/Country Nevada

*Report Description 2017 HEUG Las Vegas

 Attachments

*Trip Description/Dates/Comments
















2017 PeopleSoft HEUG conference, 2/27/2017 -3/2/2017

Expenses ?

Expand All | Collapse All

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

Total 56.94 USD

*Date	*Expense Type	*Description	*Payment Type	*Amount	*Currency	
02/26/2017	Air Travel Domestic	* baggage fee 243 characters remaining	Personal Credit Card	25.00	USD	  
02/27/2017	Meals- Domestic Travel Daily	* breakfast and lunch 235 characters remaining	Cash	12.80	USD	  
03/02/2017	Meals- Domestic Travel Daily	* airport lunch 241 characters remaining	Cash	6.14	USD	  
03/02/2017	Gratuities-Domestic	* hotel room gratuity 235 characters remaining	Cash	10.00	USD	  
03/02/2017	Gratuities-Domestic	* shuttle driver gratuities, 2/26 and 3/2	Cash	3.00	USD	  

Expense Report Actions Drop Down Menu

- Apply or Adjust Cash Advance
- Attach a TA after the ER is started

Modify Expense Report

Erin Fitzgerald ?

*Business Purpose Professional Development ▼

*Report Description Society Collegiate T&E Manager

Report 0000116422 Pending

*US State/Country Nevada

 Attachments

*Trip Description/Dates/Comments

Henderson, NV

 Save for Later |  Summary and Submit

Actions

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

GO

 Save for Later |  Summary and Submit

Actions

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

GO

Add New Expenses – Quick Fill

Create Expense Report

Erin Fitzgerald ?

*Business Purpose

*US State/Country

*Report Description

 [Attachments](#)

*Trip Description/Dates/Comments

Expenses ?

[Expand All](#) | [Collapse All](#)

Add: |  [My Wallet \(0\)](#) |  [Quick-Fill](#)



Enter the date range

Quick-Fill

He

Enter the date range you want applied to the expenses you will be adding to the report. Then choose the expense types and whether you want to add one instance of the expense type or have an entry of that expense type for each day within the date range.

Date Range

From 03/02/2019 To 03/06/2019

Add Expense Types:

One Day	All Days	Expense Type
<input type="checkbox"/>	<input type="checkbox"/>	Air Travel Domestic
<input type="checkbox"/>	<input type="checkbox"/>	Air Travel Foreign
<input type="checkbox"/>	<input type="checkbox"/>	Amenities/Gifts/Hospitality
<input type="checkbox"/>	<input type="checkbox"/>	Automobile Mileage
<input type="checkbox"/>	<input type="checkbox"/>	Automobile Rental - Domestic
<input type="checkbox"/>	<input type="checkbox"/>	Automobile Rental - Foreign
<input type="checkbox"/>	<input type="checkbox"/>	Automobile Repair/Maintenance
<input type="checkbox"/>	<input type="checkbox"/>	Books and Reference Materials
<input type="checkbox"/>	<input type="checkbox"/>	Computer Supplies
<input type="checkbox"/>	<input type="checkbox"/>	Conference Reg. Fee - Domestic

OK

Cancel



Select the expense types

Quick-Fill



[Help](#)

Enter the date range you want applied to the expenses you will be adding to the report. Then choose the expense types and whether you want to add one instance of the expense type or have an entry of that expense type for each day within the date range.

Date Range

From 03/02/2019 To 03/06/2019

Add Expense Types:

One Day	All Days	Expense Type
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Ground Transportation - Foreign
<input type="checkbox"/>	<input type="checkbox"/>	Hotel/Lodging Domestic
<input type="checkbox"/>	<input type="checkbox"/>	Hotel/Lodging Foreign
<input type="checkbox"/>	<input type="checkbox"/>	Instructional Supplies
<input type="checkbox"/>	<input type="checkbox"/>	Internet Services Charges
<input type="checkbox"/>	<input type="checkbox"/>	Lab/Research Supplies
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Meals - Business
<input type="checkbox"/>	<input type="checkbox"/>	Meals - Hospitality
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Meals- Domestic Travel Daily
<input type="checkbox"/>	<input type="checkbox"/>	Meals- Foreign Travel Daily

OK Cancel




































The expense report lines are added, based on the selection made.

Expenses ?

Expand All | Collapse All

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

Total 0.00 USD

*Date	*Expense Type	*Description	*Payment Type	*Amount	*Currency	
▶ 03/02/2019 	Ground Transportation - Foreign ▼	* <input type="text"/>  254 characters remaining	Cash ▼	<input type="text" value="0.00"/>	USD 	 
▶ 03/02/2019 	Meals - Business ▼	* <input type="text"/>  254 characters remaining	Cash ▼	<input type="text" value="0.00"/>	USD 	 
▶ 03/02/2019 	Meals- Domestic Travel Daily ▼	* <input type="text"/>  254 characters remaining	Cash ▼	<input type="text" value="0.00"/>	USD 	 
▶ 03/03/2019 	Meals- Domestic Travel Daily ▼	* <input type="text"/>  254 characters remaining	Cash ▼	<input type="text" value="0.00"/>	USD 	 
▶ 03/04/2019 	Meals- Domestic Travel Daily ▼	* <input type="text"/>  254 characters remaining	Cash ▼	<input type="text" value="0.00"/>	USD 	 
▶ 03/05/2019 	Meals- Domestic Travel Daily ▼	* <input type="text"/>  254 characters remaining	Cash ▼	<input type="text" value="0.00"/>	USD 	 
▶ 03/06/2019 	Meals- Domestic Travel Daily ▼	* <input type="text"/>  254 characters remaining	Cash ▼	<input type="text" value="0.00"/>	USD 	 



Business Meal Attendees

PeopleSoft contains functionality to easily add additional attendees at a business meal, which fulfills the requirements of the IRS Accountable Plan Rules. The following example illustrates the Add Additional Attendees functionality.



Business Meal Attendees

11/20/2013

Meals - Business

* Meeting of the temperance League

Cash

150.00 x

USD

+ -

*Billing Type

UVM Internal

*Location

Nevada

*Merchant

Preferred

Non-Preferred

Dog Team Tavern

Receipt Split

Attendees

Default Rate

Non-Reimbursable

No Receipt

Exchange Rate

1.00000000

Base Currency Amount

50.00

USD

Accounting Details ?

Attendees

Help

Expense Report

Attendees

Erin Fitzgerald

Report ID 0000116422

Attendees are required for the Meals - Business expense on line 8. Please list the attendees associated with this expense.

Name	Company	Title		
Fitzgerald, Erin Mary	University of Vermont		+ -	

OK



Business Meal Attendees

Attendees



[Help](#)

Expense Report

Attendees

Erin Fitzgerald

Report ID: 0000116422

Attendees are required for the Meals - Business expense on line 8. Please list the attendees associated with this expense.

Name	Company	Title			
Fitzgerald, Erin Mary	University of Vermont	Director	+	-	
Anthony, Susan B	Women's Temperance Union	President	+	-	
Nation, Carrie	US Temperance League	Vice Chair	x	+	-

OK



Hotel Wizard

- ❖ PeopleSoft facilitates the itemization of a hotel bill: room, parking, room services, etc.
- ❖ Stepping through the Hotel Wizard will create the correct lines on the Expense Report, using the correct accounts.
- ❖ Works for domestic hotels only – due to restriction of account

Expenses ?

Expand All | Collapse All Add: | My Wallet (0) | Quick-Fill

Total 750.00 USD

*Date	*Expense Type	*Description	*Payment Type	*Amount	*Currency
10/01/2019	Hotel/Lodging Domestic	Las Vegas Flamingo 236 characters remaining Receipt Split Itemize Hotel Bill	Cash	750.00	USD
*Billing Type	UVM Internal		<input checked="" type="checkbox"/> Default Rate	*Exchange Rate	1.00000000
*Number of Nights	<input type="text"/>		<input type="checkbox"/> Non-Reimbursable	Base Currency Amount	750.00 USD
*Merchant	<input type="radio"/> Preferred <input checked="" type="radio"/> Non-Preferred		<input type="checkbox"/> No Receipt		
<input type="text"/>					
▶ Accounting Details ?					

Click on the **Detail** link to fill in the required fields for this expense.

Itemize Hotel Bill



Report ID NEXT

Room Charge

Details

Transaction Date	Number of Nights	Room Rate	Currency	Non-Reimbursable	
10/01/2019	2	275.00	USD	<input type="checkbox"/>	<input type="button" value="-"/>

Add Room Charge

Number of Nights

2

Room Charge Total

0.00 USD

Total Room Expense

0.00 USD

Previous

Continue

[Return To Expense Report](#)

Your Hotel Bill ?

Total Bill	750.00 USD
Room Charge	0.00
Room Service	0.00
Parking	0.00
Remaining	750.00 USD

PeopleSoft will ask for the amounts that make up each of the lines you have selected:

- Room Charge
- Room Service (meals)
- Parking

Once you've entered an amount for the **Room Charge**, click **Continue**. This will bring you to the next item: **Room Service**.

Create Expense Report

Itemize Hotel Bill



Report ID NEXT

Room Service

Date	Meal Type	Amount	Currency	Non-Reimbursable		
10/01/2019	Trv.Meal	50.00	USD	<input type="checkbox"/>	-	
10/02/2019	Trv.Meal	50.00	USD	<input type="checkbox"/>	-	

Add Room Service Charge

Room Service Total 100.00 USD

Your Hotel Bill ?

Total Bill	750.00 USD
Room Charge	550.00
Room Service	100.00
Parking	0.00

Remaining 100.00 USD

Previous

Continue

Under **Room Service**, enter a Date, Meal Type and Dollar Amount, then click **Continue**.

Create Expense Report

Itemize Hotel Bill



Report ID NEXT

Parking

Details

Date	Amount	Currency	Non-Reimbursable		
10/02/2019	100.00	USD	<input type="checkbox"/>	-	

Add Parking Charge

Parking Total 100.00 USD

Your Hotel Bill ?

Total Bill	750.00 USD
Room Charge	550.00
Room Service	100.00
Parking	100.00

Remaining 0.00 USD

Previous

Continue

Notice that the software keeps a running total of your hotel bill on the right hand side of the page.

Continue entering detail in this way until you have accounted for all hotel expenses. When you are finished, the system will congratulate you.

Itemize Hotel Bill

Report ID NEXT



Hotel Itemization - Finish!

Congratulations! You are done. If you need to make any adjustments, you may use 'Receipt Split' function to reconcile your bill later.

Your Hotel Bill ?

Total Bill	750.00	USD
Room Charge	550.00	
Room Service	100.00	
Parking	100.00	

Remaining 0.00 USD

Previous

Done

Your Hotel Bill is in balance and you can return to the Expense Report by clicking the **Done** button.

Once the Hotel Bill is itemized, the expense lines will be populated in your Expense Report for you.

*Date	*Expense Type	*Description	*Payment Type	*Amount	*Currency
10/01/2019	Hotel/Lodging Domestic	*Hotel Wizard: Hotel/Lodging Domestic 218 characters remaining	Personal Credit Card	275.00	USD
10/02/2019	Hotel/Lodging Domestic	*Hotel Wizard: Hotel/Lodging Domestic 218 characters remaining	Personal Credit Card	275.00	USD
10/01/2019	Meals- Domestic Travel Daily	*Hotel Wizard: Meals- Domestic Travel Daily 212 characters remaining	Personal Credit Card	50.00	USD
10/02/2019	Meals- Domestic Travel Daily	*Hotel Wizard: Meals- Domestic Travel Daily 212 characters remaining	Personal Credit Card	50.00	USD
10/02/2019	Parking & Toll Fees	*Hotel Wizard: Parking & Toll Fees 221 characters remaining	Personal Credit Card	100.00	USD

To add more expense lines, click on the **+** button on the right or the **Add** button under **New Expense**.



Accounting Defaults

Modify Expense Report

Erin Fitzgerald ?

*Business Purpose Administration/Operation

*Report Description Mileage to campus for meetings

Report 0000116423 Pending

*US State/Country Chittenden County, VT

Attachments

*Trip Description/Dates/Comments

trips to campus for various meetings, quarter ending 03/31/2018
Round trip = 4.6 miles; alternately entered 4 or 5 miles per round trip

Expenses ?

Expand All | Collapse All

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

Total 21.96 USD

*Date

01/02/2018

*Expense Type

Automobile Mileage

*Description

* RT - asst controller interview

224 characters remaining

*Payment Type

Cash

*Amount

2.68

*Currency

USD

*Billing Type UVM Internal

*Miles

5

x

0.5350

☒ Default Rate

*Exchange Rate

1.00000000

☐ Non-Reimbursable

Base Currency Amount

2.68

USD

☐ No Receipt

Accounting Details ?

Set Personalizations | Find | | First 1 of 1 Last

Chartfields

	Amount	*GL Unit	Monetary Amount	Currency Code	Exchange Rate	Account	Oper Unit	Dept	Fund	Source	Function	PC Bus Unit	Project	Ac
	2.68	UVM01	2.68	USD	1.00000000	60515	01	11290	100	100001	521			

Actions

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

Print |

by and Su

GO






















Accounting Defaults, continued

Create Expense Report

Accounting Defaults

Report ID 0000116423

Accounting Summary														Set Personalizations Find  		First  1 of 1  Last
%	*GL Unit	Oper Unit	Dept	Fund	Fund Affil	Source	Function	PC Bus Unit	Project	Activity	Program	Purpose	Property	Affiliate		
100.00	UVM01 	01 	11220 	100 		100001 	521 				0000 	0000 	0000 			

Add ChartField Line

Load Defaults

User Defaults

OK



Accounting Defaults, continued

Expenses ?

Expand All | Collapse All

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

Total 21.96 USD

▼

*Date	*Expense Type	*Description	*Payment Type	*Amount	*Currency	
01/02/2018	Automobile Mileage ▼	*RT - asst controller interview 224 characters remaining	Cash ▼	2.68	USD	+ -
*Billing Type UVM Internal ▼						
*Miles 5 x 0.5350						
		<input checked="" type="checkbox"/> Default Rate		*Exchange Rate 1.00000000		
		<input type="checkbox"/> Non-Reimbursable		Base Currency Amount 2.68	USD	
		<input type="checkbox"/> No Receipt				

▼ Accounting Details ?

Set Personalizations | Find | First 1 of 1 Last

Chartfields

	Amount	*GL Unit	Monetary Amount	Currency Code	Exchange Rate	Account	Oper Unit	Dept	Fund	Source	Function	PC Bus Unit	Project	Activity
+ -	2.68	UVM01	2.68	USD	1.00000000	60515	01	11220	100	100001	521			

Moving columns – Personalize link

▼ Accounting Details ?

Set Personalizations

Find



First



1 of 1



Last

Chartfields



	Amount	*GL Unit	Monetary Amount	Currency Code	Exchange Rate	Account	Oper Unit	Dept	Fund	Source	Function	PC Bus Unit	Project	Activity	Program	Purpose	Property
<div><div><div>+</div><div>-</div></div><div>2.68</div></div>	UVM01	2.68	USD	1.00000000	60515	01	11220	100	100001	521				0000	0000	0000	

▼ Accounting Details ?

Set Personalizations

Find



First



1 of 1



Last

Chartfields



		Amount	*GL Unit	Monetary Amount	Currency Code	Exchange Rate	Account
<div><div>+</div><div>-</div></div>		2.68	UVM01	2.68	USD	1.00000000	60515

Moving columns – Personalize link

ption

Mileage to campus for meetings

*US State/Country

Chittenden County, V

Attachments

Comments

us meetings, quarter ending 03/31/2018
alternately entered 4 or 5 miles per round trip

Add:

My Wallet (0)

Quick-Fill

*Expense Type

Automobile Mileage

*Description

RT - asst controller interview
224 characters remaining

g Type

UVM Internal

*Miles

5

x

0.5350

Accounting Details

Set Personalizations

Find

First

1 of 1

Last

Chartfields

	Amount	*GL Unit	Monetary Amount	Currency Code	Exchange Rate	Account
<div>+ -</div>	2.68	UVM01	2.68	USD	1.00000000	60515

Grid Customization

Personalize Column Order

Help

To order columns, highlight column name, then press the appropriate button.

Frozen columns display under every tab.

Column Order

Tab Chartfields (frozen)

Amount

*GL Unit

Monetary Amount

Account

Oper Unit

Dept

Fund

Source

Function

PC Bus Unit

Project

Activity

Program

Purpose

Property

Currency Code

Exchange Rate

Hidden

Frozen

OK

Cancel

Preview

Copy Settings

Moving columns – Personalize link

Accounting Details ?

Set Personalizations | Find | First 1 of 1 Last

Chartfields

	Amount	*GL Unit	Monetary Amount	Account	Oper Unit	Dept	Fund	Source	Function	PC Bus Unit	Project	Activity	Program	Purpose	Property	Currency Code	Exchange Rate
+ -	2.68	UVM01	2.68	60515	01	11220	100	100001	521				0000	0000	0000	USD	1.00000

Any time there is a Personalize link, the column order can be changed: travel and expenses, journals, requisitions....




Adding Attachments

There is an Attachments hyperlink on the expense report, General Information section:

Favorites ▾ | Main Menu ▾ > Employee Self-Service ▾ > Travel and Expenses ▾ > Expense Reports ▾ > Create/Modify

Home | Worklist | Process Monitor | Re

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FSPRX - refreshed to Apr 15, 2019 0359AM from fsprd

All ▾ Search

Create Expense Report

Erin Fitzgerald ?

*Business Purpose Administration/Operation ▾

*Report Description Mileage to campus for meetings





*US State/Country Chittenden County, VT 🔍


 Attachments

Expense Report Attachments

Report ID NEXT

Details

Personalize | Find | View All |   First  1 of 1  Last

File Name	Description	User	Name	Date/Time Stamp		
View						

Adding large attachments can take some time to upload, therefore, it is advisable to save the transaction before adding large attachments.

Add Attachment

OKCancel

File Attachment

Browse...

UploadCancel

Techn
Travel
Vehicle
Year End
DOCS
email_signature_GA_files
Erins computer
ERP
General Accounting

Flyamerica_UVM.pptx3/16/2017 1:11 PMMicrosoft PowerP
Flyamerica_UVM_033117.pptx3/31/2017 8:38 AMMicrosoft PowerP
Fly America Act plan_051717.docx6/14/2017 11:38 AMMicrosoft Word I
Best-Practices-for-International-Group-T...6/28/2017 3:19 PMAdobe Acrobat D
A-Holistic-View-in-Travel-Risk-Manage...6/28/2017 3:23 PMAdobe Acrobat D
Gonzaga Intl Trvl handbook.pdf6/30/2017 10:35 AMAdobe Acrobat D
Gonzaga Emergency Communctn plan.pdf6/30/2017 10:35 AMAdobe Acrobat D
Gonzaga Faculty led handbook.pdf6/30/2017 10:36 AMAdobe Acrobat D
Concur Travel Risk Management in High...7/31/2017 4:37 PMAdobe Acrobat D

File name:

All Files (*.*)

Open

Cancel

File Attachment



[Help](#)

H:\Disburse Center\Travel\intl travel\Flyamerica_UVM_ Browse...

Upload

Cancel

Details

File Name	Description	Us
Flyamerica_UVM_033117.pptx	additional description	x

Adding large attachments can take some time to upload, therefore, it is advisable to save the transaction before adding large attachments.

Add Attachment

OK

Cancel

Create Expense Report

Erin Fitzgerald ?

*Business Purpose Administration/Operation

*Report Description Mileage to campus for meetings

*US State/Country Chittenden County, VT



Attachments (1)



Submit Electronically

Electronic submission of expense reports that are submitted and approved:

- A. Expense report entered by employee, no required receipts:
 - Use the notify button on the expense report screen, to travel@uvm.edu, telling the Travel team in the Disbursement Center that expense report xxxxxx is submitted and approved.
- B. Expense report entered by employee, required receipts:
 - Email travel@uvm.edu with a copy of the expense report AND
 - Email scanned images of the required receipts; OR
 - Attach scanned images of the required receipts to the expense report in PeopleSoft.



Submit Electronically, continued

C. Expense report entered by delegate, printed expense report signed by traveler, no required receipts:

- Email travel@uvm.edu with a copy of the expense report, signed by the traveler.

D. Expense report entered by delegate, printed expense report signed by traveler, required receipts:

- Email travel@uvm.edu with a copy of the expense report, signed by the traveler, AND
- Email scanned images of the required receipts; OR
- Attach scanned images of the required receipts to the expense report in PeopleSoft.

E. Service previously provided by ABSC – submit request to travel@uvm.edu, or via hardcopy through campus mail.



Where is the expense report?

Report status =

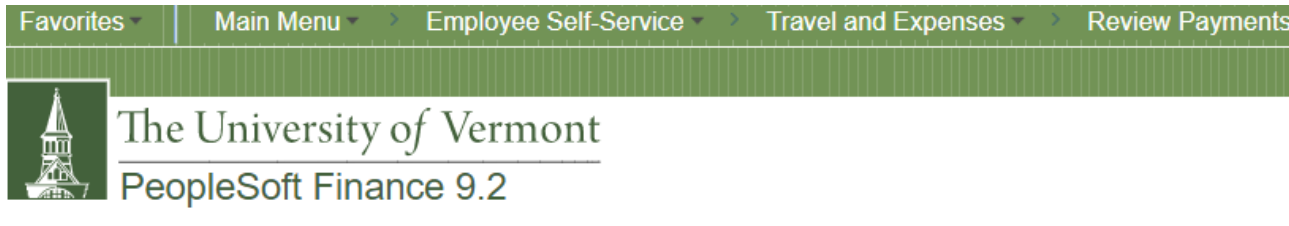
- Pending – never submitted or sent back
- In process – Approvals in Process – in prepay auditor worklist
- Submitted – Submitted for Approval - in department approver worklist
- Staged – will be paid by Disbursement Center, the next time checks are produced
- Paid
- Denied – by either department approver or prepay auditor (cannot be resubmitted)



Ways to find payment information

- T&E Employee Expense Payments – by payment (check or direct deposit)
- T&E Employee Expense History – by expense report
- Accounts Payable

T&E Employee Expense Payments – by payment (check or direct deposit)



Employee Expense Payments

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

Find an Existing Value

Search Criteria

Empl ID	begins with	0028138	
Name	begins with		
Payment Reference	begins with		
SetID	=	SHARE	
Bank Code	begins with		
Bank Account	begins with		
Payment Number	begins with		

☐ Case Sensitive

Search

Clear

Basic Search



Save Search Criteria

Search Results

View All						First	1-14 of 14	Last
Empl ID	Name	Payment Reference	SetID	Bank Code	Bank Account	Payment Number	Creation Date	
0028138	Fitzgerald,Erin Mary	1310862	SHARE	FI001	BN08	0000311029	04/11/2014	
0028138	Fitzgerald,Erin Mary	1256098	SHARE	FI001	BN08	0000256251	10/26/2012	
0028138	Fitzgerald,Erin Mary	1237073	SHARE	FI001	BN08	0000237221	04/27/2012	

Navigation:

- Employee Self Service, Travel and Expenses, Review Payments

OR

- T&E Administration, Travel and Expense Center, Review Payments, Review Payments

Drill to detail

Employee Expense Payment

Employee Payment History

Erin Fitzgerald

Payment Information

Payment Date 05/03/2019

Payment Amount 37.81 USD


Payment Status Paid

Payment Reference 0009091

Payee Address

Payments

Type	ID	Description	Status	Created	Amount	Currency	
Expense Report	0000116415	2019 HEUG Orlando	Paid	03/23/2019	37.81	USD	

 Save

 Return to Search

 Previous in List

 Next in List

Information

Payment Date 05/03/2019

Payment Amount 37.81 USD

Payment Status Paid

Payment Reference 0009091

D	Description	Status
0000116415	2019 HEUG Orlando	Paid

Return to Search

Previous in

Payee Address Information



[Help](#)

Employee Payment History

Mailing Address

Country USA United States

Address 1 Disbursement Center

Address 2 23 Mansfield Avenue

Address 3

City

County

State

Postal

OK

Cancel


To update the address:

Addresses are fed from Human Resources

- Only Home and Mail addresses can be updates via HR Self Services
- To update work address, contact your department HR administrator to submit an ePar, when an employee changes department. Otherwise, email payroll@uvm.edu
- Employees do not receive reimbursement for commute from home to campus.
- If an employee works from home, they should not have a campus address.

Employee Expense History – by report number

[Favorites](#) | [Main Menu](#) > [Employee Self-Service](#) > [Travel and Expenses](#) > [Review Expense History](#)

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Employee Expense History

Erin Fitzgerald

Expense Dates

From Date

05/03/2017

31

Through Date

05/03/2019

31

Transaction Type

All

▼

Search

Expense History

Type	ID	Description	Submitted Date▼	Status	From Date	Through Date	Submitted Amount	
Expense Report	0000116415	2019 HEUG Orlando	03/23/2019	Staged	03/06/2017	03/06/2019	37.81	USD
Expense Report	0000109128	Mileage to campus for meetings	04/15/2018	Paid	01/02/2018	03/29/2018	21.96	USD

Navigation:


Employee Self Services,
Travel and Expenses, Review
Payments, Review Expense
History

- Clicking on ID (ER #)
brings you to the expense
report
- Clicking on the Status
brings you to the Review
Payments page

View Payments through Accounts Payable

[Favorites](#) > [Main Menu](#) > [Accounts Payable](#) > [Review Accounts Payable Info](#) > [Payments](#) > [Payment](#)

[Home](#)

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Payment Inquiry

▼ Search Criteria

Search Name	ALL	🔍	
	From		To
From	Supplier Name 1	🔍	🔍
	Supplier Location	🔍	
	*Amount Rule	Any	
	Amount		
	*Currency	🔍	
	Bank SetID	SHARE	
	Bank Code	🔍	
	Bank Account	🔍	
	Bank Account #		
	From	Ref ID	
	From Payment Date	📅	📅
	Payment Method	▼	
	Pay Cycle	🔍	
	Seq Num	🔍	
	Payment Status	▼	
	Remit SetID	🔍	

Needs
to be
blank

View Payments through Accounts Payable

- select vendor – alpha by first name

Look Up From Supplier Name 1

Search by: Supplier Name begins with

Look Up

Cancel

Advanced Lookup

Search Results

View 100	First	1-47 of 47	Last
Supplier Name			
Erin Affronte			
Erin Alberghini			
Erin Argentieri			
Erin Baker			
Erin Bruhns			
Erin Buckwalter			
Erin Cain			
Erin Clark			
Erin Corbiere			
Erin Craw			
Erin Creley			
Erin Crosby			
Erin Cullen			
Erin DeVries			
Erin Dickinson			
Erin Dobbin			
Erin Fitzgerald			

View Payments through Accounts Payable

Max Rows [Keyword Search](#)

☐ Show Chart

*Chart Type

▼ Sorting Criteria

1st sort

☐ Descending

2nd sort

☐ Descending

Source - EXPN = T&E module

Payment Reference ID = check number

Payment Inquiry Result										
Personalize Find View All First 1-14 of 14 Last										
Payment Details Additional Info Supplier Details Financial Gateway										
Actions	Source▲	Payment Reference ID	Payment Method	Amount	Currency	Creation Date	Payment Date▼	Payment Status	Reconciliation Status	Reconcile Date▲
▼ Actions	EXPN	0009091	Automated Clearing House	37.81	USD	05/03/2019	05/03/2019	Paid	Unreconciled	
▼ Actions	EXPN	0006164	Automated Clearing House	21.96	USD	04/27/2018	04/27/2018	Paid	Reconciled	05/14/2018
▼ Actions	EXPN	0005509	Automated Clearing House	28.92	USD	02/09/2018	02/09/2018	Paid	Reconciled	02/23/2018
▼ Actions	EXPN	0004828	Automated Clearing House	36.42	USD	11/07/2017	11/07/2017	Paid	Reconciled	12/01/2017

Reconciliation Status =

- Unreconciled – not cashed
- Reconciled – cashed

Reconcile Date = date
UVM's bank processed cashed check



Other Travel Resources

- [UVM Travel Policy](#)
- [Travel Web Site](#)
- [Travel FAQs](#)
- [International Travel FAQs](#)
- [Travel PeopleSoft User Guides, includes videos](#)
- [T&E Direct Deposit](#)
- [PeopleSoft Online User Guides](#)
- [Monthly Financial Processes](#)
- [travel@uvm.edu](#)
- [Business Meals & Amenity Policy](#)
- [Business Meals Policy FAQs](#)
- [Risk Management Web Site](#)
- [Risk Management's Travel Safety Guidelines](#)
- [Travel Accident Insurance](#)



- ❖ Procedures regarding electronic submission
<https://www.uvm.edu/sites/default/files/Division-of-Finance/UserGuides/emplreimbursementdcfs.pdf>
- ❖ Receipt requirements:
<https://www.uvm.edu/finance/employee-reimbursement>
- ❖ Adding attachments to an expense report:
<https://www.uvm.edu/sites/default/files/Division-of-Finance/UserGuides/attachments.pdf>
- ❖ The Travel web site has been updated. Please visit:
<https://www.uvm.edu/finance/travel>



Questions?