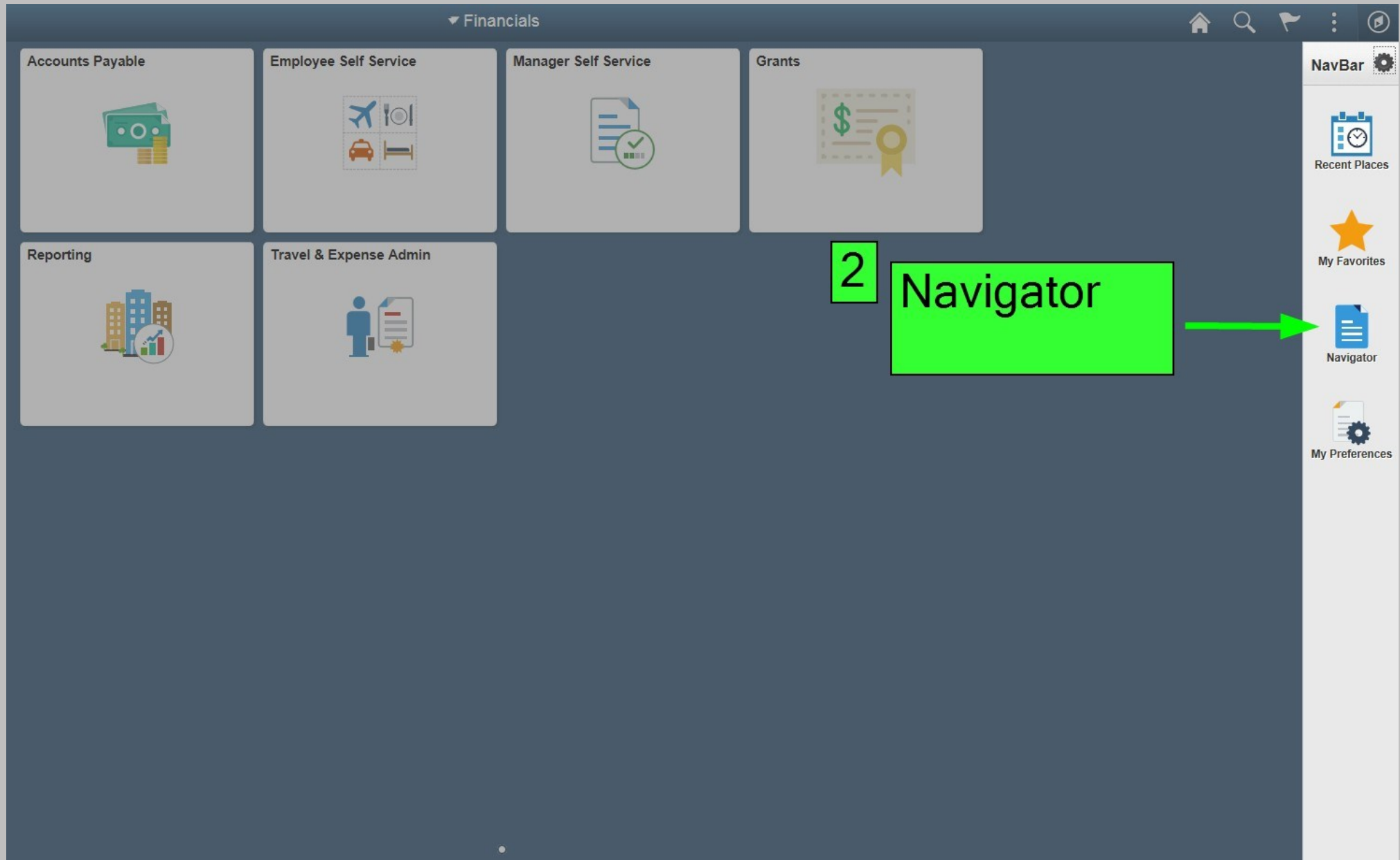


The screenshot displays the PeopleSoft 9.2 homepage. At the top, there is a dark blue navigation bar with the 'LTT' logo on the left, a 'Financials' dropdown menu in the center, and icons for home, search, flags, and a 'compass' icon on the right. Below the navigation bar, the homepage is organized into a grid of white tiles. The top row contains four tiles: 'Accounts Payable' (with a green bill icon), 'Employee Self Service' (with a 2x2 grid of icons: airplane, fork/knife, car, and bed), 'Manager Self Service' (with a document and checkmark icon), and 'Grants' (with a dollar sign and ribbon icon). The bottom row contains two tiles: 'Reporting' (with a bar chart icon) and 'Travel & Expense Admin' (with a person and document icon). A green arrow points from a text box to the 'compass' icon in the top right corner of the navigation bar. The text box contains the number '1' and the text 'The 'compass' is your menu'. At the bottom of the page, there is a light blue text box with the text '9.2 Homepage. You may have different default 'tiles' than the above. These can be customized.' and a small circular arrow icon in the bottom right corner.

1 The 'compass' is your menu

9.2 Homepage. You may have different default 'tiles' than the above. These can be customized.



The image displays two screenshots of the PeopleSoft 9.2 NavBar: Navigator interface, illustrating the steps to access the Travel and Expense Center.

Screenshot 3: The NavBar: Navigator is shown with a list of options. The "Employee Self-Service" option is highlighted with a green box. A green arrow points from this box to the next screenshot.

Screenshot 4: The NavBar: Navigator is shown with the "Employee Self-Service" option selected. The "Travel and Expense Center" option is highlighted with a green box.

3

NavBar: Navigator

Report Center

Employee Self-Service

Manager Self-Service

Supplier Contracts

Customers

Customer Contracts

Order Management

Suppliers

Procurement Contracts

Purchasing

eProcurement

Services Procurement

Recent Places

My Favorites

Navigator

My Preferences

4

NavBar: Navigator

Employee Self-Service

Procurement

Travel and Expenses

Employee Project Center

Travel and Expense Center

Recent Places

My Favorites

Navigator

My Preferences

131

Financials

Expense Report

Please note this is not a '1 page back' button it is more a 'home' button.

5

These have no connection to the Travel Registry AKA Terradotta.

Travel and Expense Center

Expense Reports

Create, modify, print, view or delete an Expense Report

Forecast Time

Review Payments

Travel Authorizations

Print Reports

Other Expense Functions

Cash Advances

Profiles and Preferences

Financials

Expense Report

Find an Existing Value Add a New Value

Empl ID

Add

Find an Existing Value Add a New Value

Create a new report

Continue working/modify a report.

Financials

Expense Report

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

Find an Existing Value Add a New Value

Search Criteria

Report ID begins with
Report Description begins with
Name begins with
Empl ID begins with
Creation Date =
Case Sensitive

Search Clear Basic Search Save Search Criteria

Find an Existing Value Add a New Value

6.B

Search by any criteria to locate and continue work on a created report.

7

Create a new report

Enter employee #.

OR

Leave blank and click 'magnifying glass'.

8

After a brief load you will be able to create a report by searching last 'Name'.

Expense Report

Find an Existing Value | Add a New Value

Empl ID

Add

Find an Existing Value | Add a New Value

Expense Report

Find an Existing Value | Add a New Value

Empl ID 10191836 x

Add

Find an Existing Value | Add a New Value

Expense Report

Look Up Empl ID

Empl ID begins with

Name begins with

Look Up Clear Cancel Basic

Lookup

Search Results

Only the first 300 results can be displayed.

Financials

Create Expense Report

Create Expense Report

Keith Parenteau

9 Report Creation Page

General Info

Home | Summary and Submit

Quick Start

...Populate From

GO

*Business Purpose

Report Description

Terra Dotta ID

Default Location:

Enter Travel Authorization number from Travel Registry AKA Terra Dotta

Confirm correct employee

Select business purpose

Conference

Donor Related

Entertainment

Morale/Team Building

Other-Written Descr Req'd

Recruitment

Research-Written Descr Req'd

Team/Athletics Travel

Training

University Meeting

Enter report description

Travel= Location dates

Ex. 'Tampa, FL 1/2-1/5/18'

Non Travel Expenses= 'NTE xyz'

Ex. 'NTE Supplies'

0.00 USD

Expense Report

Modify Expense Report

Save!

Modify Expense

10

Report Creation

Expense Lines

*Business Purpose

Conference

Report

0000379921

Pending

Default Location:

*Report Description

Biddeford, ME (POST TRIP)

Terra Dotta ID

29489

GSX Per Diem Rates

Attachments

Actions

...Choose an Action

GO

...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

Expenses

Expand All

Collapse All

Add:

My Wallet (0)

Quick-Fill

Total

109.00

USD

A

*Date

05/04/2018

*Expense Type

Mileage

*Description

Partial RT mileage between UMAass and University of New England, Oskaloosa 200

*Payment Type

Out of Pocket

*Amount

109.00

*Currency

USD

Enter date, type, description, payment, and amount

Total

109.00

USD

Expense Report

Accounting Defaults

D

Enter speedChart only and then tab or click in another box. This will auto populate fields like Dept, Program, Class etc.

Accounting Summary

%	*GL Unit	SpeedChart	Fund	Dept	Program	Class	PC Bus Unit	Project	Activity	Oper Unit	Affiliate	Fund Affil
100.00	UMA			A8312010								

Add ChartField Line

Load Defaults

User Defaults

OK

E

This will be the default speedtype for all future lines created next. If you had previously created multiple lines before this step this accounting default will not apply to them.

Expenses 10. B Report Creation Splitfunding Lines (if needed) Attachments

Expand All | Collapse All | Add

*Date 05/04/2018 *Expense Type Mileage *Description *Partial RT mileage between UMAass and University of New England, Okeleyeim 200 168 characters remaining *Payment Type Out of Pocket *Amount 109.00 *Currency USD

*Billing Type Out-of-State *Miles 200 x 0.5450

*Exchange Rate 1.00000000 Base Currency Amount 109.00 USD

☒ Default Rate ☐ Non-Reimbursable ☐ No Receipt

Accounting Details ?

Chartfields

Amount	*GL Unit	Monetary Amount	Currency Code	Exchange Rate	Account	SpeedChart	Oper Unit	Fund	Dept	Prc
109.00	UMAMH	109.00	USD	1.00000000	726250			5004	A	A0

Amount Activity Source Type Category Subcategory Affiliate Fund Affil

109.00										
--------	--	--	--	--	--	--	--	--	--	--

Chartfields

Amount	*GL Unit	Monetary Amount	Currency Code	Exchange Rate	Account	SpeedChart	Oper Unit	Fund	Dept	Prc
109.00	UMAMH	109.00	USD	1.00000000	726250			5004	A	A0
	UMAMH		USD	1.00000000	726250					

Enter second SpeedChart and then tab or click another box. Repeat adding lines /w A-E as needed

11 Report Creation

Printing Expense Cover Sheet & Adding to Report Comment Box

Financials Modify Expense Report

Keith Parenteau

*Business Purpose Conference

*Description Tampa, FL 1/2-1/5/18

Terra Dotta ID 12345

GSA Per Diem Rates

Save for Later | Home | Summary and Submit

...Choose an Action GO

12 Report Creation

Adding report 'Comments' AKA 'Notes'

Financials Modify Expense Report

Keith Parenteau

*Business Purpose Conference

*Description Tampa, FL 1/2-1/5/18

Terra Dotta ID 12345

Totals View Printable Version View Analytics

Report 0000370003 Pending

Created 04/04/2018 Keith Parenteau

Last Updated 05/03/2018 Keith Parenteau

Post State Not Applied

Notes

Employee Expenses (1 Line)	200.00 USD	Non-Reimbursable Expenses	0.00 USD	Employee Credits	0.00 USD
Cash Advances Applied	0.00 USD	Prepaid Expenses	0.00 USD	Supplier Credits	0.00 USD

Amount Due to Employee 200.00 USD

☐ By checking this box, I certify the expenses submitted are accurate and correct.

Submit Expense Report

The 'Notes' box is what the previous 'Comments' box used to be.

Please communicate anything unique or other necessary info here.

Financials Modify Expense Report

13 Report Creation

Print Expense Coversheet for signatures

Terra Dotta ID 12345 Last Updated 05/03/2018 Keith Parenteau
Post State Not Applied

View Printable Version View Analytics Notes

Totals

Employee Expenses	200.00 USD	Non-Reimbursable Expenses	0.00 USD	Employee Credits	0.00 USD
Cash Advances Applied	0.00 USD	Prepaid Expenses	0.00 USD	Supplier Credits	0.00 USD

By checking this box, I certify that the information provided is true and correct.
Submit Expense Report

Expense Report

Description Biddeford, ME (POST TRIP)
Business Purpose Conference

Report 0000379921 Pending
Reference Number

Employee ID

Date	Expense Type	Non-Reimbursable	No Receipt	Receipt Required	Payment Type	Transaction Amt	Exchange Rate	Amount
Description			Additional Information			Merchant	Location	
05/04/2018	Mileage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Out of Pocket	109.00 USD	1.00000000	109.00
Partial RT mileage between UMAass and University of New England. Only claim 200 miles.								

Employee Expenses	109.00 USD	Non-Reimbursable Expenses	0.00 USD	Amount Due to Supplier	0.00
Cash Advances Applied	0.00 USD	Prepaid Expenses	0.00 USD	Amount Due to Employee	109.00

PLEASE NOTE: When in print preview this image may be blurry. Try printing as the preview can be inaccurate. Also you may need to adjust your printer settings so the orientation is Landscape. Lastly depending on browser make sure you are printing/saving a PDF and not an image or other file type.

ORACLE Expense Report

14

New Expense Report Cover Sheet

PeopleSoft

Report
0000370003

Employee
Keith Parenteau

Employee ID
101

Status
Pending

Terra Dotta ID
12345

Business Purpose
Conference

Description
Tampa, FL 1/2-1/5/18

Comments

This is the notes box on summary and submit and will appear under the comments box on the printable view.

Expense Lines

Date	Expense Type	Description	Payment Type	Billing Type	Exchange Rate
05/02/2018	Airfare	Delta	Out of Pocket	Out-of-State Travel	1.00

Expense Distributions

Account	Fund	Department	Program	Class	Project/Grant	Amount
726230		A831201000				200.00 USD

Employee Expenses	200.00 USD
Cash Advances Applied	0.00 USD
Non-Reimbursable Expenses	0.00 USD
Prepaid Expenses	0.00 USD
Amount Due to Supplier	0.00 USD
Amount Due to Employee	200.00 USD

I hereby certify that the above amounts as itemized are true and correct, were incurred by me during the necessary travel in the service of the University, and conform fully with the Travel Rules and Regulations.

Employee Signature

Date

Account Administrator

Date

Obtain wet or electronic signatures

Approved By

Date

PI (Principal Investigator) or Other Approval

Date

Entered By user
AKPARENT

Creation Date
04/04/2018

Print Date
5/3/2018

Total Amount
200.00 USD

Page Number
Page 1 of 2

Creating an Expense Report Job Aid

PeopleSoft 9.2

Repeat steps 1-8 to get back to modifying the report

15 Adding Attachments

Modify Expense Report Keith Parenteau ?

Save for Later | Summary and Submit

Actions ...Choose an Action GO

*Business Purpose Conference Report 0000370003 Pending

*Report Description Tampa, FL 1/2-1/5/18 Default Location:

Terra Dotta ID 12345

GSA Per Diem Rates Attachments

Expenses ?

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

*Date 05/02/2018 *Expense Type Airfare Description Delta 249 characters remaining

Expand All | Collapse All

Total 200.00 USD

Expense Report

Report ID 0000370003

View Attachments Personalize | Find | First 1 of 1 Last

Attachment Number Unique Sys Filename Add Attachment

Attach your signed expense coversheet & receipts/documentation as a PDF

Please note: Even though your expense coversheet was in landscape mode when you combine the coversheet PDF with your receipt PDF it should create one portrait oriented PDF.

< Expense Report

Modify Expense Report

16

Submitting the Report

Keith Parenteau

Save for Later

Home

Summary and Submit

Actions ...Choose an Action

GO

*Business Purpose Conference

Report 0000370003 Pending

*Report Description Tampa, FL 1/2-1/5/18

Default Location:

Terra Dotta ID 12345

After adding attachments you are taken back to the modify page.

GSA Per Diem Rates

Attachments

Total 200.00 USD

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

*Date *Expense Type

05/02/2018 Airfare

Expand All | Collapse All

< Um Ex Attachments

Modify Expense Report

Save for Later

Home

Expense Details

Actions ...Choose an Action

GO

Keith Parenteau

*Business Purpose Conference

Report 0000370003 Pending

*Description Tampa, FL 1/2-1/5/18

Created 04/04/2018 Keith Parenteau

Terra Dotta ID 12345

Last Updated 05/03/2018 Keith Parenteau

Post State Not Applied

Totals

View Printable Version

View Analytics

Notes

Employee Expenses (1 Line)

200.00 USD

Non-Reimbursable Expenses

0.00 USD

Cash Advances Applied

0.00 USD

Prepaid Expenses

0.00 USD

Amount Due to Employee 200.00 USD

Amount Due to Supplier

☒

By checking this box, I certify the expenses submitted are accurate and comply with expense policy.

Submit Expense Report

Expense Report

Save Confirmation

Keith Parenteau

Totals

Employee Expenses (1 Line)

200.00 USD

Non-Reimbursable Expenses

Cash Advances Applied

0.00 USD

Prepaid Expenses

Amount Due to Employee

200.00 USD

OK

Cancel

ALL DONE!