SIMON FRASER UNIVERSITY

SFU ONLINE EXPENSE REPORT USER GUIDE

PREPARED BY
Carmen Costea

TABLE OF CONTENTS

1. NAVIGATE

1.1 NAVIGATE TO THE ONLINE TRAVEL AND EXPENSES APPLICATION

There are various navigations methods:

1.1.1 DIRECT WEBLINK TO FINS

Launch your internet browser and enter https://fins.sfu.ca for the address. Once the PeopleSoft sign in page is presented, enter your user id and password.

1.1.2 VIA FACULTY AND STAFF

From SFU's main webpage (www.sfu.ca) select "Faculty and Staff". Use the FINS link to log on into the application.

1.1.3 VIA SFU ONLINE

From SFU's main webpage (www.sfu.ca), go to the SFU Online header, and click on the SFU Online link. Under "For faculty and staff" section, use the FINS link to log on into the application.

1.1.4 OTHER

From SFU's main webpage (www.sfu.ca), the **A-Z Links** under:

F - FINS - Travel & Expenses
T - Travel & Expenses (FINS) and
E - Expenses - Travel & Expenses (FINS).

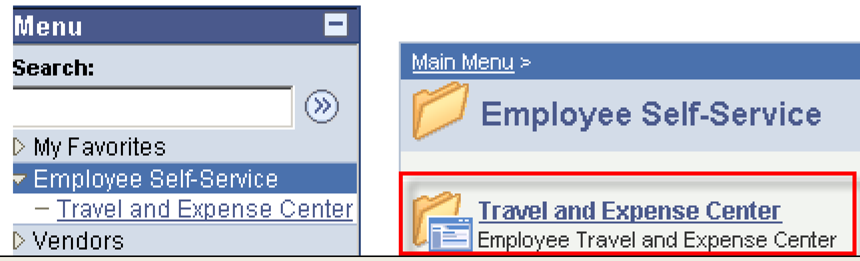
From SFU's main webpage (www.sfu.ca), **Quicklinks** under "Miscellaneous", click on the FINS link.

Note that Quicklinks is the drop down selection on the right-hand side towards the centre of the SFU homepage.

1.2 NAVIGATE TO THE EXPENSE REPORT PAGE

Navigate: Employee Self-Service, Travel and Expense Center, Expense Report

PeopleSoft Screen Shot
1. 
PeopleSoft Screen Shot
2.



PeopleSoft Screen Shot

3.

2. CREATE A NEW EXPENSE REPORT FROM A BLANK REPORT

Background: use this PeopleSoft functionality to fill in an Expense Report. The approval is not done online, you have to fill in the request online, print it and obtain the approval on paper.

Important! You should know the Fund and Department/Project – Grant the expenses are charged to before you start. Your departmental assistant should be able to provide you with this information.
Important! For an easy way to fill in the form some of the fields are pre-populated. Keep in mind that each and every field can be overridden.

Navigate: Employee Self-Service, Travel and Expense Center, Expense Report, Create

PeopleSoft Screen Shot

Instructions:

Click on the **Create** link under Expense Report and your Employee ID will fill in automatically in the **EmplID** field.

2.1 STEP 01 – ADD A NEW VALUE

Instructions:
On the **Expense Report** page, your Employee ID will fill in automatically in the **EmplID** field. Click [Add] and a blank **Expense Report Entry** form will appear on the screen displaying your name in the upper left-hand corner of the blank report.
PeopleSoft Screen Shot

2.2 STEP 02 – ENTER REPORT DATA IN REPORT INFORMATION SECTION

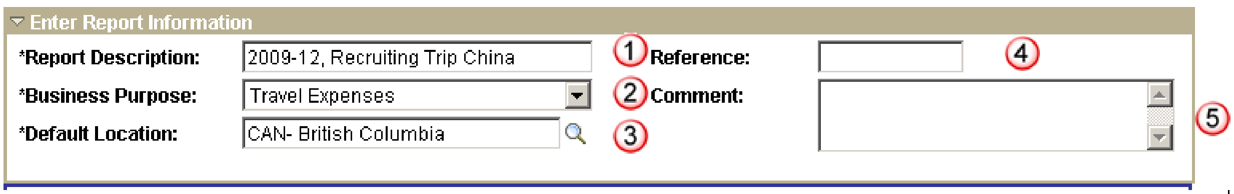
NOTE:
The **Start Your Report With:** field is already populated with “A Blank Report” value.
PeopleSoft Screen Shot

Instructions:

1. Type a short, meaningful description of the expense in the ***Report Description:** field (max. of **30** characters). (e.g., 2009-12, Recruiting Trip China).
2. Click the ***Business Purpose:** list. Select the entry in the list that most closely identifies the purpose of your expense.

3. In the ***Default Location** field, chose the location of your expense by clicking on the magnifying glass. The location list contains the Canadian provinces, the United States of America and the Rest of the World. When choosing the location the taxes will be automatically calculated.
4. *[Optional field]*. You may chose to fill in the **Reference:** field (max. of **10** characters).
5. *[Optional field]*. You may chose to use **Comment**: to add additional, meaningful information to your expense report. Use this field to give as many details as necessary, especially for research related expenses.

PeopleSoft Screen Shot



2.3 STEP 03 - ENTER EXPENSE LINES

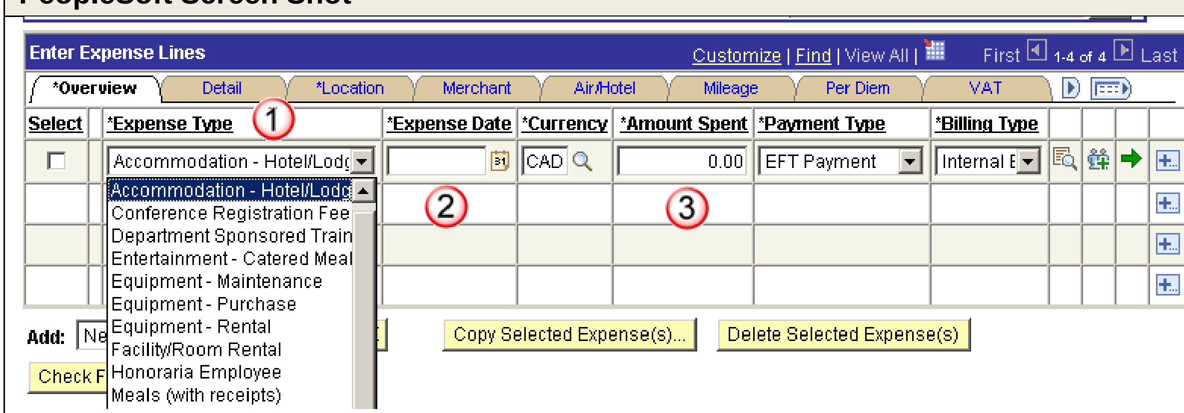
Instructions:

1. Click on the arrow in the drop-down box under ***Expense Type** and select one from the list provided.
2. Click on the Calendar icon under ***Expense Date** and select the date the expense was incurred. (This cannot be a date in the future).
3. Enter the amount of the expense in the ***Amount Spent** column.

Repeat the process for all the expenses you want to claim.

This is all you need to enter expense lines for a simple, basic expense report.

PeopleSoft Screen Shot



2.4 STEP 04 – CHECK FOR ERRORS

Instructions:

When the Expense Lines for your report are completed, click Check For Errors button. This button checks to make sure that you did not omit a necessary field or that you have entered an invalid chart string.
Any errors or omissions will be flagged. Correct or complete the highlighted fields and click Check For Errors button until there are no longer fields which are highlighted.

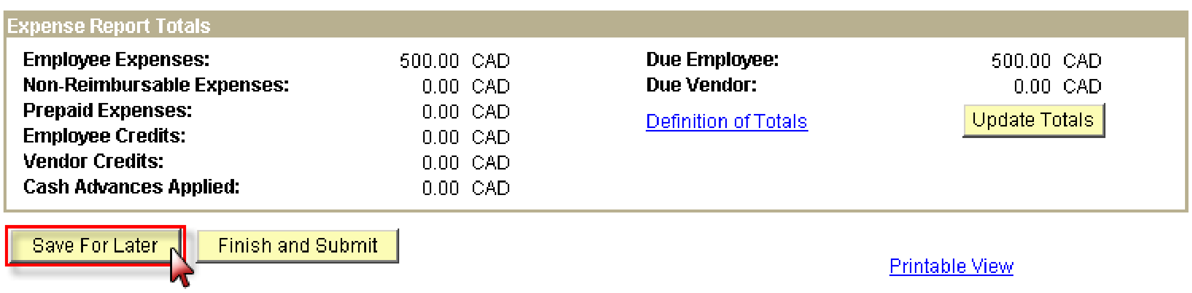
2.5 STEP 05 – FINISH, PRINT, SIGN, OBTAIN APPROVAL AND SUBMIT THE REQUEST ON PAPER

2.5.1 SAVE FOR LATER

Instructions:

If you are not quite ready to submit, click Save For Later to temporarily save the Expense Report for updating at a later point in time.

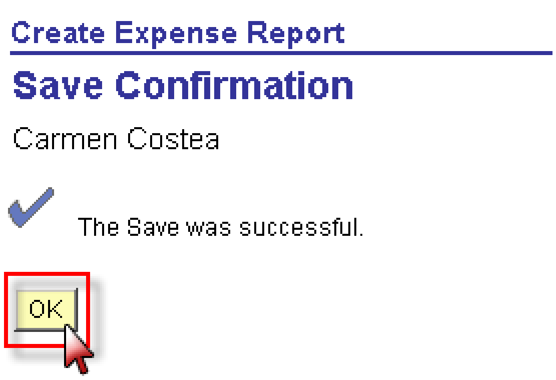
PeopleSoft Screen Shot



Instructions:

Click OK push button to confirm. Your report is now saved. To navigate away from **Create Expense Report** page, use Return to Travel and Expense Center hyperlink.

PeopleSoft Screen Shot



2.5.2 FINISH AND SUBMIT

Instructions:

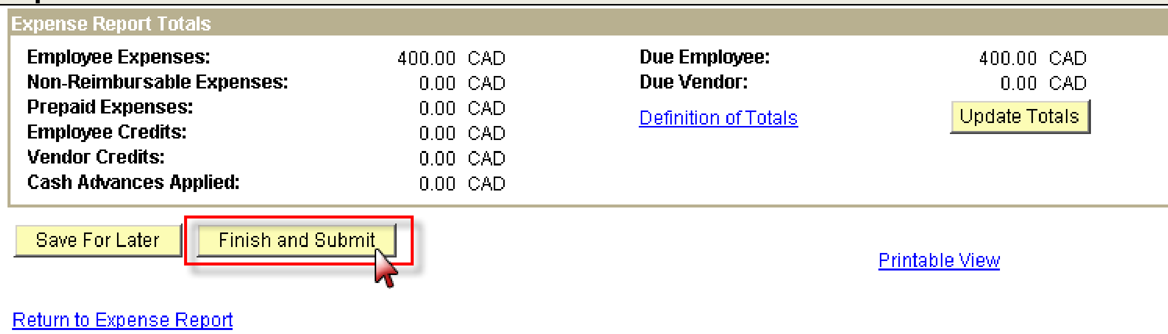
If you are ready with this Expense Report and wish to submit it press Finish and Submit. You will not be able to edit the Expense Report once submitted.

Click the Print Report hyperlink on the bottom of the **View Cash Advance** page.

Use the browser's print feature and print the Expense Report.

Sign it, obtain the appropriate approval and send the request to Payment Services.

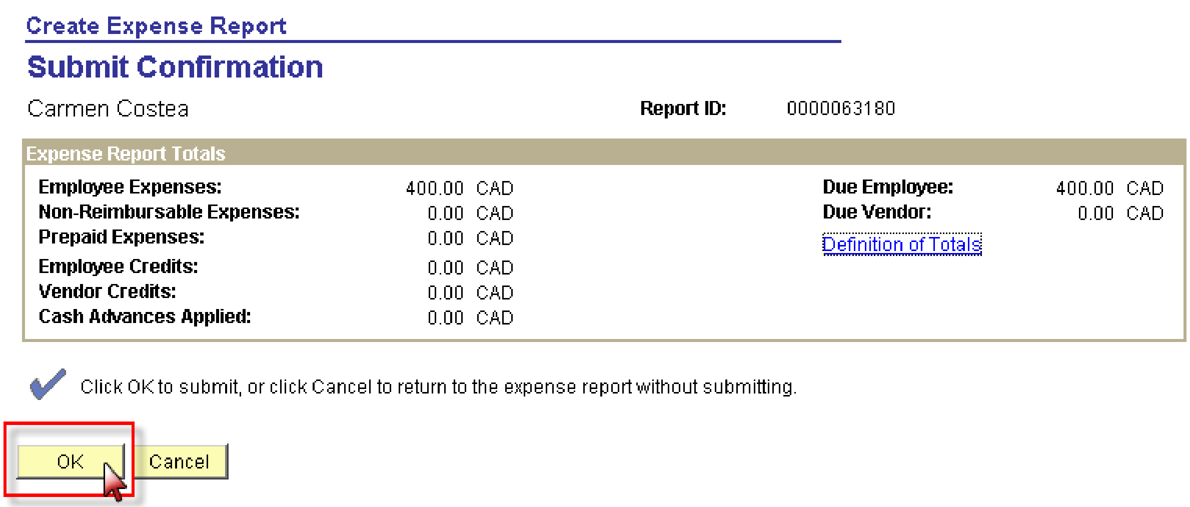
PeopleSoft Screen Shot



Instructions:

Click OK push button to submit confirmation.

PeopleSoft Screen Shot



Instructions:

Click OK push button.

The **View Expense Report** page will open.

Your online request has now been successfully submitted to Payment Services. However you must complete next step for your payment to be processed.

PeopleSoft Screen Shot

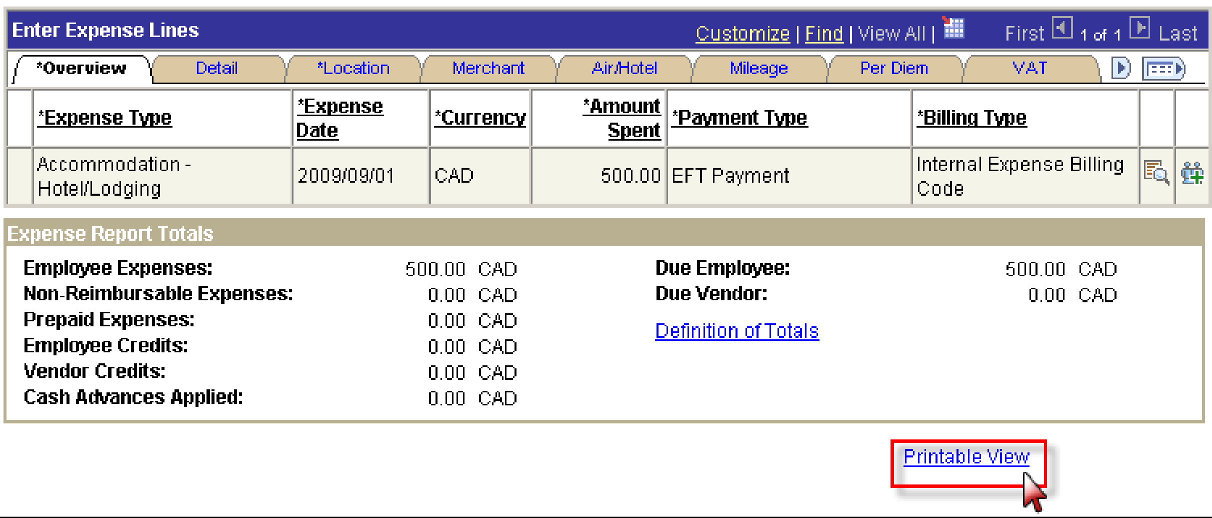
2.5.3 PRINT, SIGN, GET APPROVAL AND SUBMIT THE EXPENSE REPORT ON PAPER

2.5.3.1 PRINT THE EXPENSE REPORT

Instructions:

Click the Printable View hyperlink on the bottom of the **View Expense Report** page.
Use the browser's print feature and print the Expense Report.

PeopleSoft Screen Shot



2.5.3.2 SIGN, GET APPROVAL AND SUBMIT THE EXPENSE REPORT

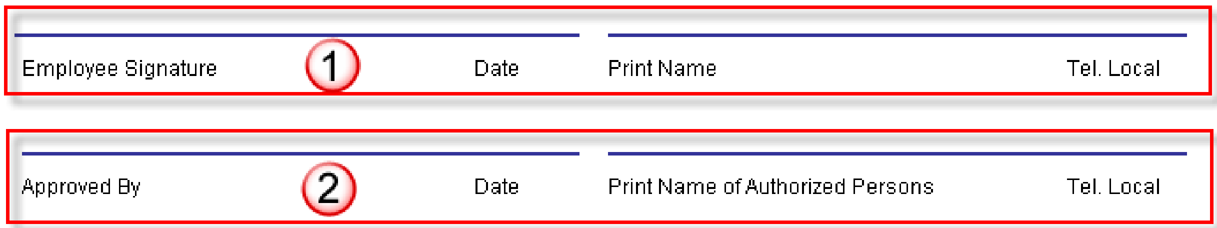
Instructions:

After you print the Expense Report:

1. Sign it on the provided field. The local telephone number is very useful to have if Payment Services need to contact you. **"Date"** and **"Print Name"** fields are optional.
2. Obtain the appropriate approval.

Send the request to Payment Services or if it is Research related send it to Research Accounting.

PeopleSoft Screen Shot



3. CREATE AN EXPENSE REPORT AND APPLY A CASH ADVANCE

Background: use this PeopleSoft functionality to apply an existing Cash Advance when creating an Expense Report.

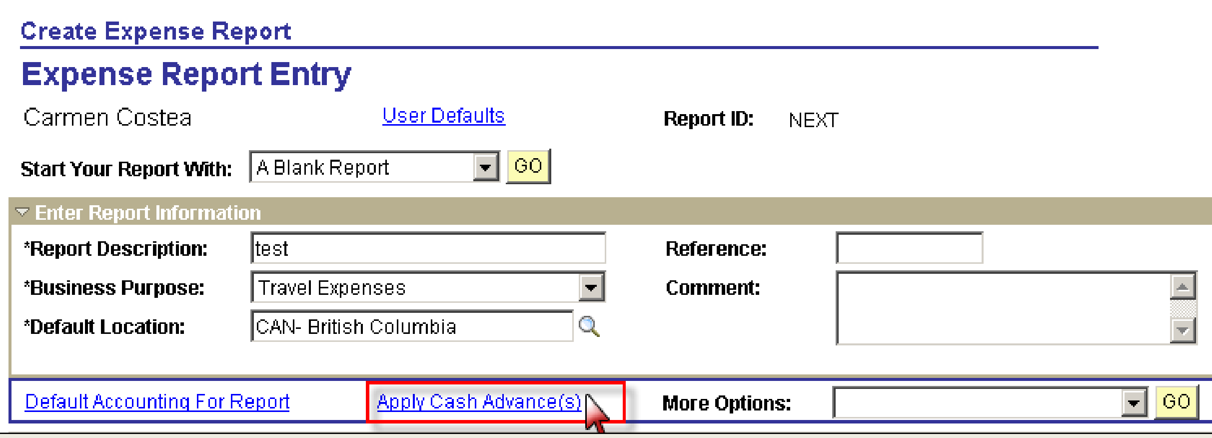
You have 3 options when applying a Cash Advance:
Apply a Cash Advance in full (See 3.1),
Apply a Cash Advance partially (See 3.2),
Apply multiple Cash Advances (See 3.3).

When clearing a Cash Advance the amount of the submitted Expense Report can be the same, higher or lower than the amount of the cleared Cash Advance(s). (See 3.4).

Instructions:

To apply a Cash Advance to an Expense Report click the Apply Cash Advance(s) hyperlink on the **Expense Report Entry** page. (On how to create an Expense Report **See** 2). A new page – **Apply Cash Advance(s)** - will open.

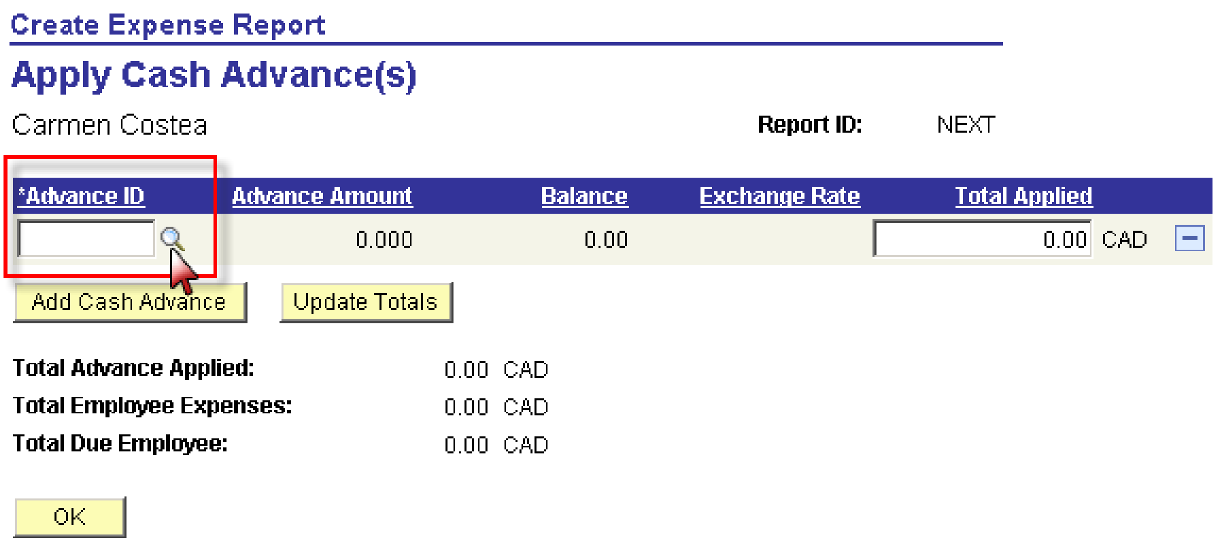
PeopleSoft Screen Shot



Instructions:

Click the magnifying glass under *Advance ID header. A new page – **Look Up Advance ID** – will open.

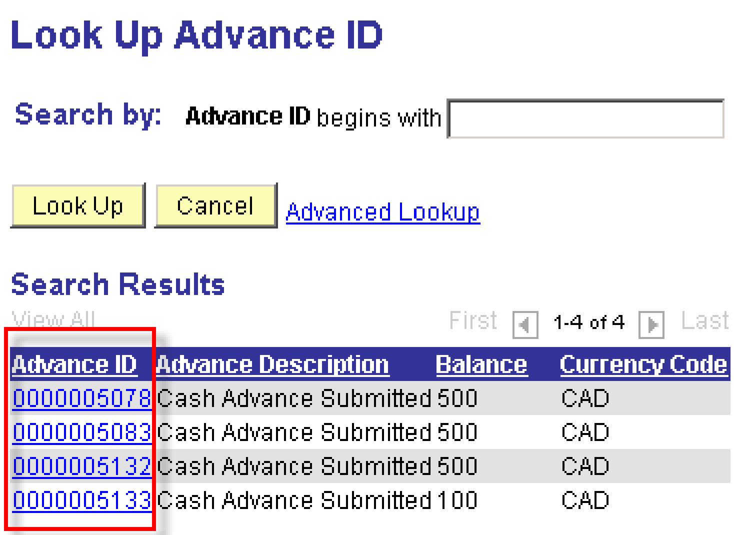
PeopleSoft Screen Shot



Instructions:

Chose the Cash Advance you want to apply by clicking the hyperlink under the Advance ID header. You will return to the Apply **Cash Advance(s)** page.

PeopleSoft Screen Shot

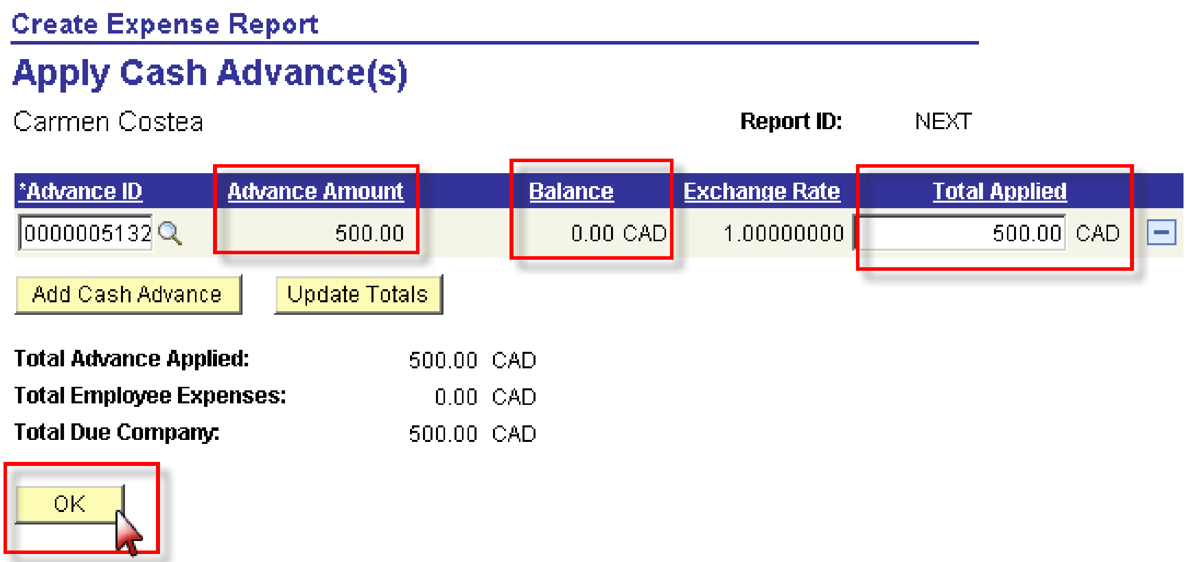


3.1 APPLY A CASH ADVANCE IN FULL

Instructions:

When applying a Cash Advance in full, simply click the OK push button. The entire amount of the Cash Advance will be applied.
Notice that the Advance Amount equals the Total Applied and that the Balance is “zero”.
You will return to the **Expense Report Entry** page.

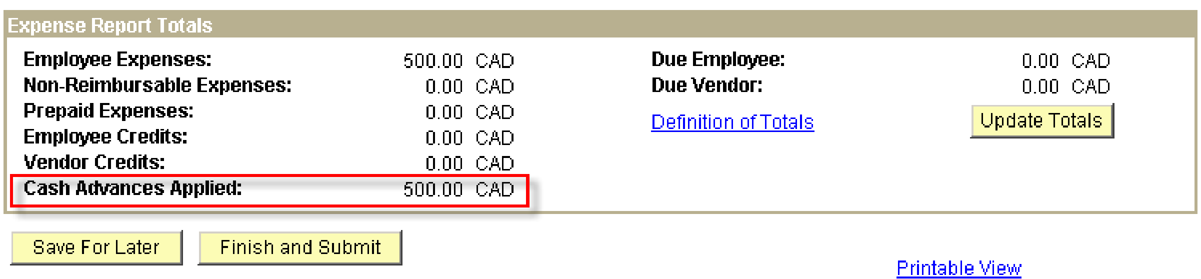
PeopleSoft Screen Shot



Instructions:

On the **Expense Report Entry** page, **NOTE** at the bottom of the page on the **Expense Report Totals** filed the amount of the **Cash Advances Applied:**

PeopleSoft Screen Shot

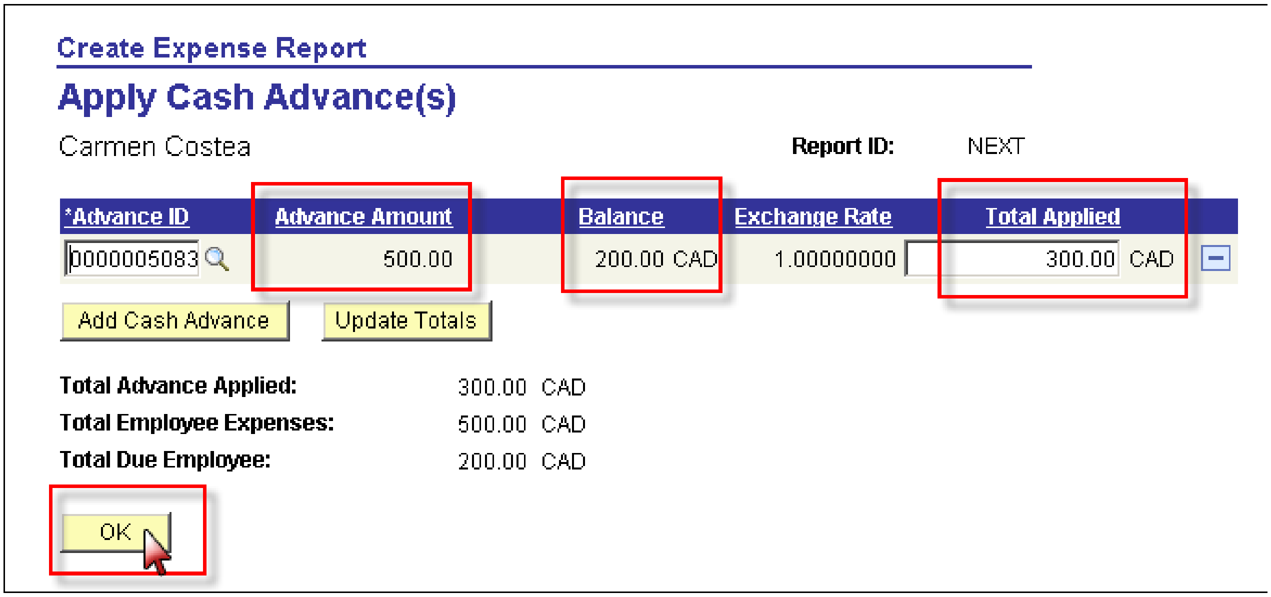


3.2 APPLY A PARTIAL CASH ADVANCE

Instructions:

When applying a partial Cash Advance, insert the amount you desire in the Total Applied field.
Notice that the Total Applied amount plus the Balance equals the Advance Amount.
Click OK push button.
You will return to the **Expense Report Entry** page.

PeopleSoft Screen Shot



3.3 APPLY MULTIPLE CASH ADVANCES

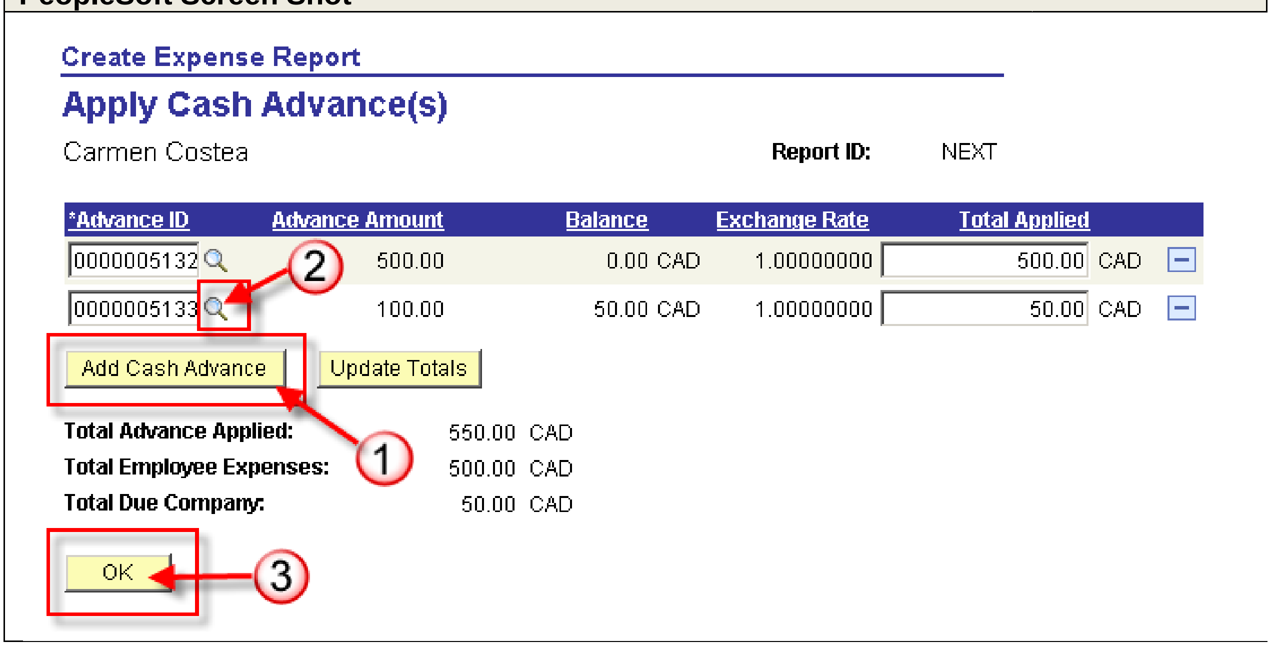
Instructions:

To apply more than one Cash Advance:

1. Click Add Cash Advance button. A new row will be added.
2. Click the magnifying glass and chose another Cash Advance.
3. Click OK.

You will return to the **Expense Report Entry** page.

PeopleSoft Screen Shot



3.4 HOW TO RETURN UNUSED CASH ADVANCE MONIES

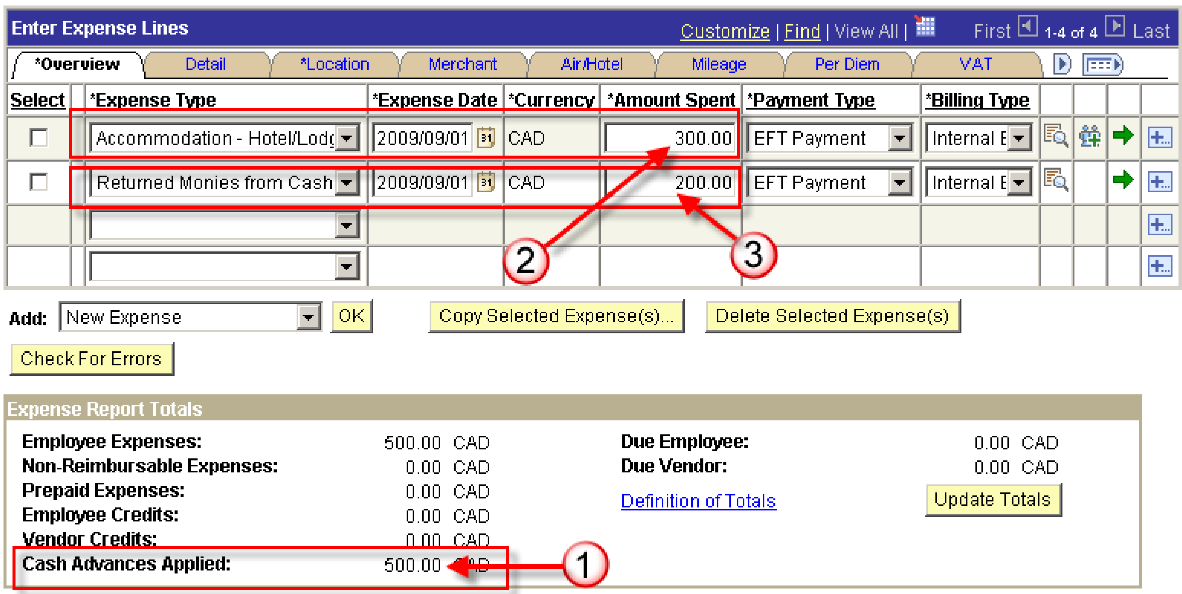
Instructions:

When the amount of the Cash Advance applied is higher than the amount claimed (not the entire Cash Advance has been spent) use the *Expense Type "Returned Monies from Cash Adv" for the difference.

Follow the screen shot provided:

1. the Cash Advance Applied – 500
2. the Accommodation Expense – 300
3. the Returned Monies from Cash Adv - 200

PeopleSoft Screen Shot



Instructions:

Write a personal cheque for the amount owing payable to Simon Fraser University and attach it to the signed and approved Expense Report together with the original receipts.

4. CREATE AN EXPENSE REPORT FROM AN EXISTING ONE

Background: this PeopleSoft functionality it is very useful when you have recurring, identical expenses to claim (egs. You claim every month internet or mileage or cell phone expenses.)

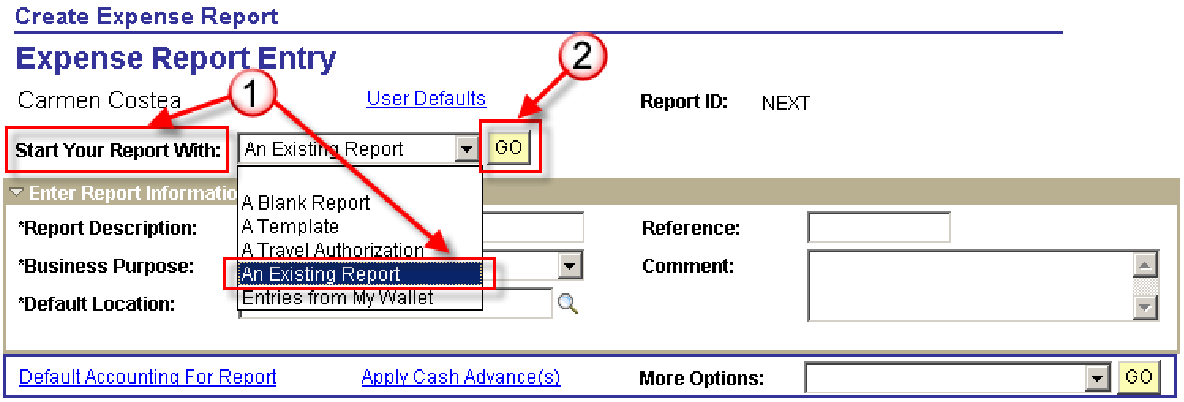
Navigate: **Employee Self-Service, Travel and Expense Center, Expense Report, Create**

Instructions:

Open a blank Expense Report.

1. From **Start Your Report With:** drop down list select **An Existing Report.**
2. Press the Go button.

PeopleSoft Screen Shot



Instructions:

Existing Expense reports that you have created will appear.Select the appropriate Expense Report to copy.

PeopleSoft Screen Shot

Instructions:

The entire content will be copied into the new Expense Report. Update accordingly (i.e. Dates, Amount Spent).

5. MODIFY AN UN-SUBMITTED EXPENSE REPORT

Background: use this PeopleSoft functionality to modify an Expense Report.
Important! Once submitted, an Expense Report cannot be modified anymore. To be able to modify a request you have to “save for later”. Another scenario when an Expense Report can be modified is when an auditor sends it back for revision.

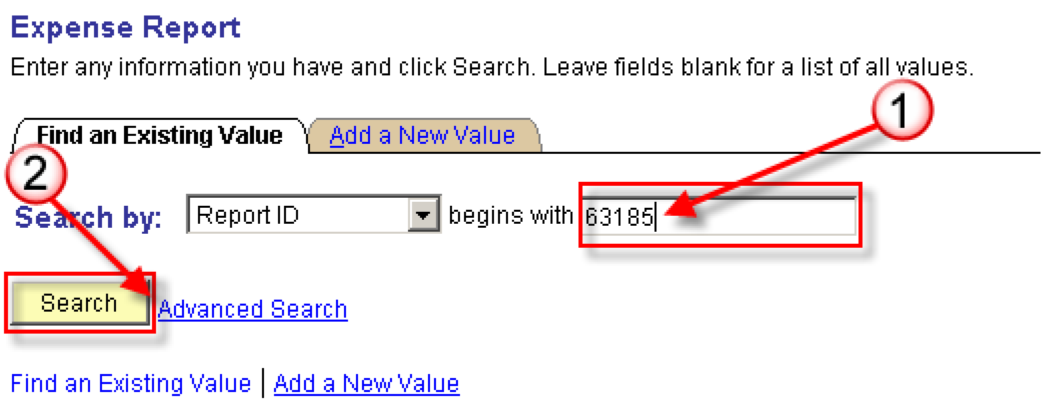
Navigate: **Employee Self-Service, Travel and Expense Center, Expense Report, Modify**

5.1 RETRIEVE THE PENDING EXPENSE REPORT

Instructions:

1. Enter the Report ID for the pending Expense Report
2. Or leave the field blank and click on the Search button. If you have only one Expense Report pending it will open automatically. If you have more than one, a list of Expense Reports which you are eligible to modify will open. You can sort the list by any of the fields. You can also click on the Advanced Search hyperlink to restrict the search by various fields (i.e. by Creation Date, by Name, etc), where appropriate.

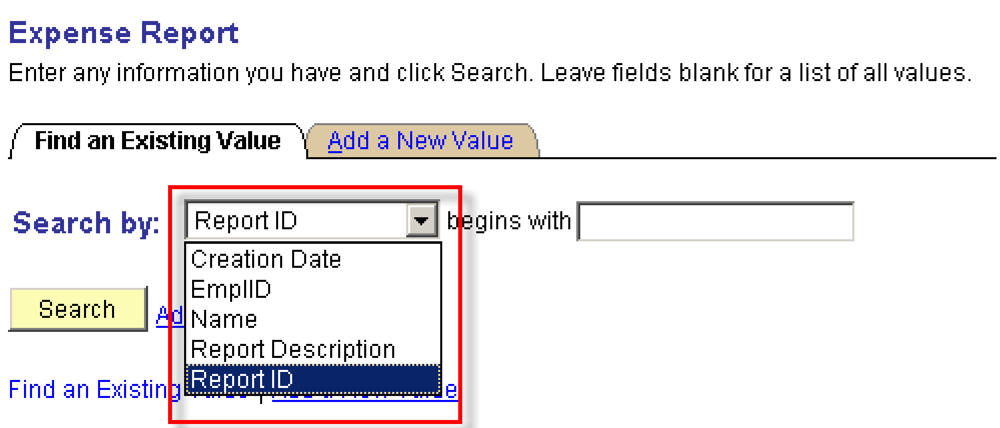
PeopleSoft Screen Shot



NOTE:

The Search By: drop down list has a variety of search criteria to choose from if needed.

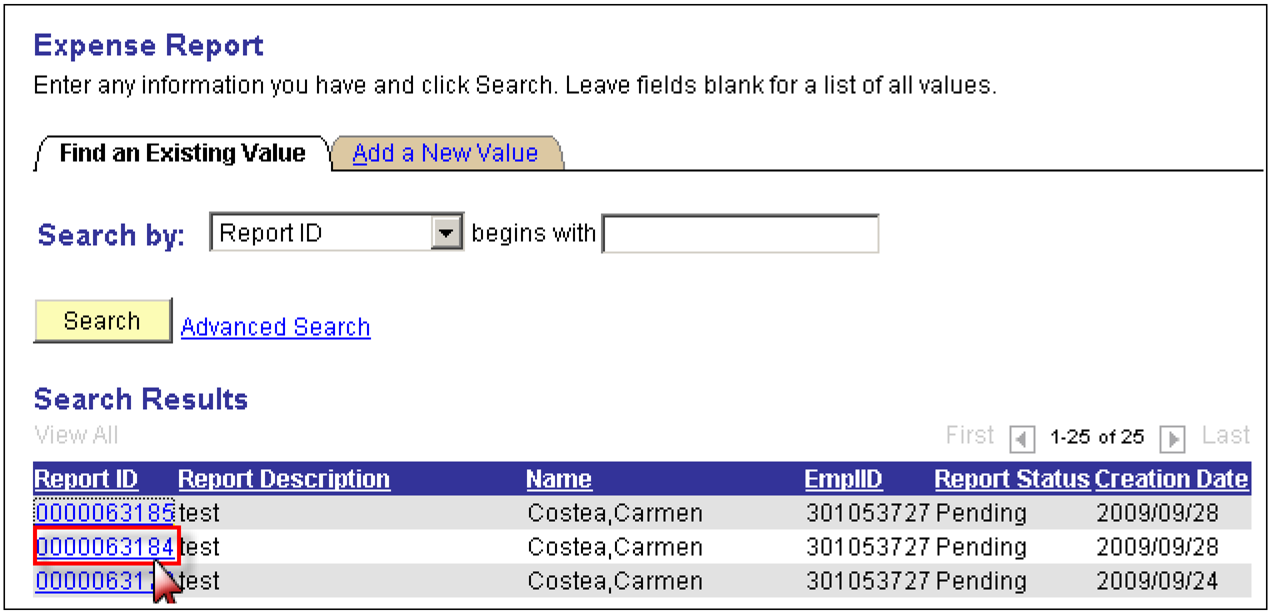
PeopleSoft Screen Shot



Instructions:

Choose the Report ID you wish to modify by clicking on the ten-digit number in the Report ID column. The requested Expense Report will open.

PeopleSoft Screen Shot



5.2 MODIFY THE EXPENSE REPORT AND FINALIZE THE PROCESS

Instructions:
Once you retrieved the pending Expense Report and you've completed any modifications you need you can chose to: 1. Click the [Save For Later] button in order to continue to edit this request at a later date. 2. If you are finished with this request and wish to submit for approval click the [Finish and Submit] button. Review and repeat step 2.5.3.

6. PRINT AN EXPENSE REPORT

Background: use this PeopleSoft functionality to print an Expense Report. You can print any expense reports with any status. For more about expense reports statuses see Advanced Topics.

Navigate: **Employee Self-Service, Travel and Expense Center, Expense Report, Print**

6.1 RETRIEVE THE EXPENSE REPORT

See 6.1.

6.2 PRINT THE EXPENSE REPORT

Instructions:
Use the browser's **Print** or **Print Preview** features and print the Expense Report.

7. VIEW AN EXPENSE REPORT

Background: viewing an Expense Report allows you to see the details or to check its status.
NOTE: You can use **View Expense Report** page to print a request. Use Printable View hyperlink at the bottom of the page.

Navigate: Employee Self-Service, Travel and Expense Center, Expense Report, View

7.1 RETRIEVE A CASH ADVANCE

SEE 6.1.

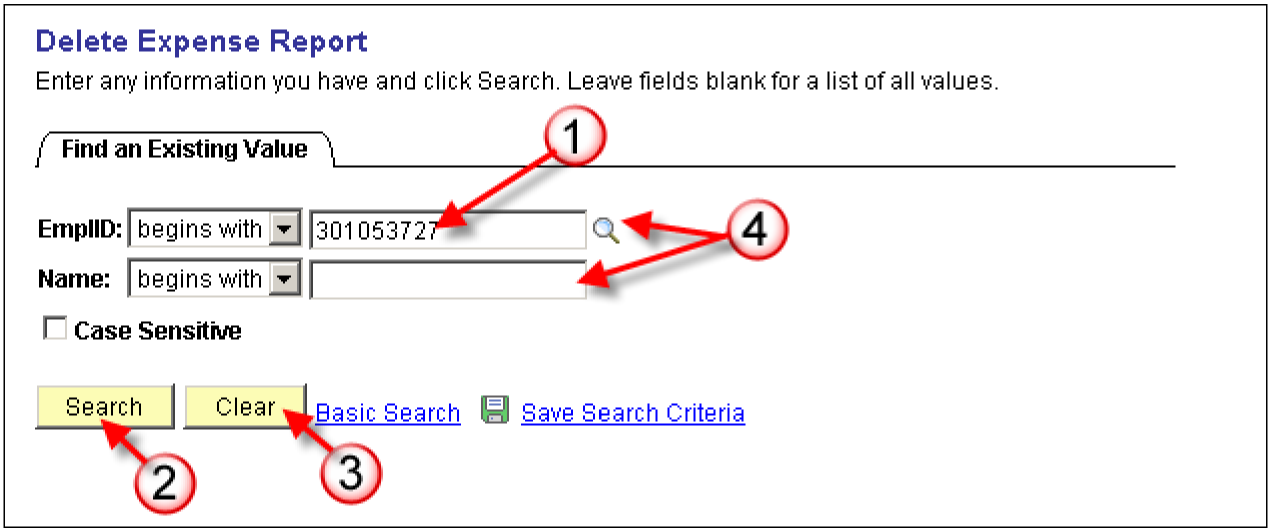
8. DELETE

Background: you can **Delete** an Expense Report that was not yet submitted or it was denied by the auditors.

Navigate: Employee Self-Service, Travel and Expense Center, Expense Report, Delete

8.1 RETRIEVE A CASH ADVANCE

Instructions:
1. Your Employee ID will be filled in automatically. 2. Click the Search push button and a list with the Expense Reports that can be deleted will display. 3. Click the Clear push button and the Employee ID will be cleared. This function is useful when you have delegation for more employees besides yourself and you want to perform the search for somebody else. 4. You can type in the Employee ID or the Name to perform the search for. The page **Delete an Expense Report** will open.
PeopleSoft Screen Shot



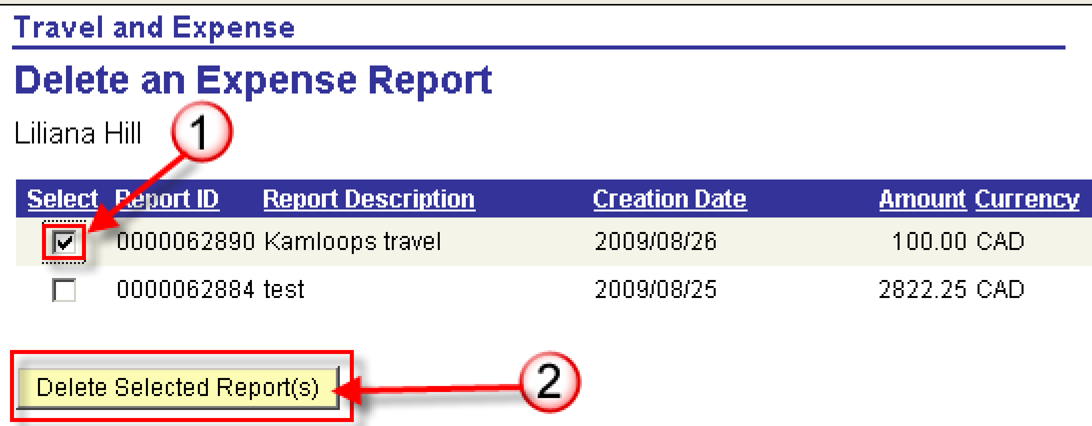
8.2 DELETE AN EXPENSE REPORT

Instructions:

1. Select the Expense Report to delete by checking the Select box.
2. Click **Delete Selected Report(s)** push button.

A **Save Confirmation** page will open.

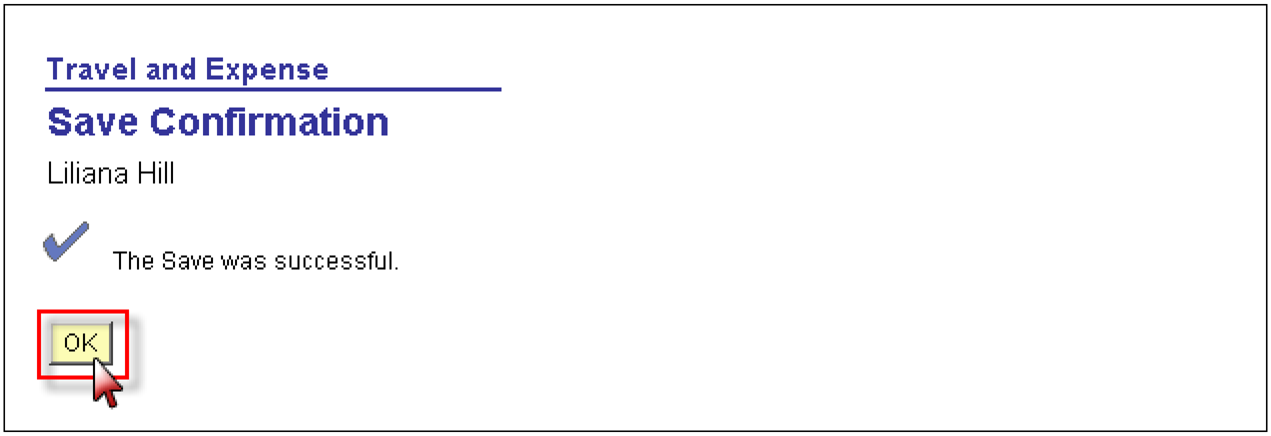
PeopleSoft Screen Shot



Instructions:

Click OK.

PeopleSoft Screen Shot



9. DELEGATE ENTRY AUTHORITY

9.1 DELEGATE ENTRY AUTHORITY

Background: Delegating Entry Authority is a feature of PeopleSoft. You can delegate another SFU employee to process Cash Advances and Expense Reports for you. However, it is recommended as a best business practice that each employee enter their own forms.

Navigate: **Employee Self-Service, Travel and Expense Center, Profiles and Preferences, Delegate Entry Authority**

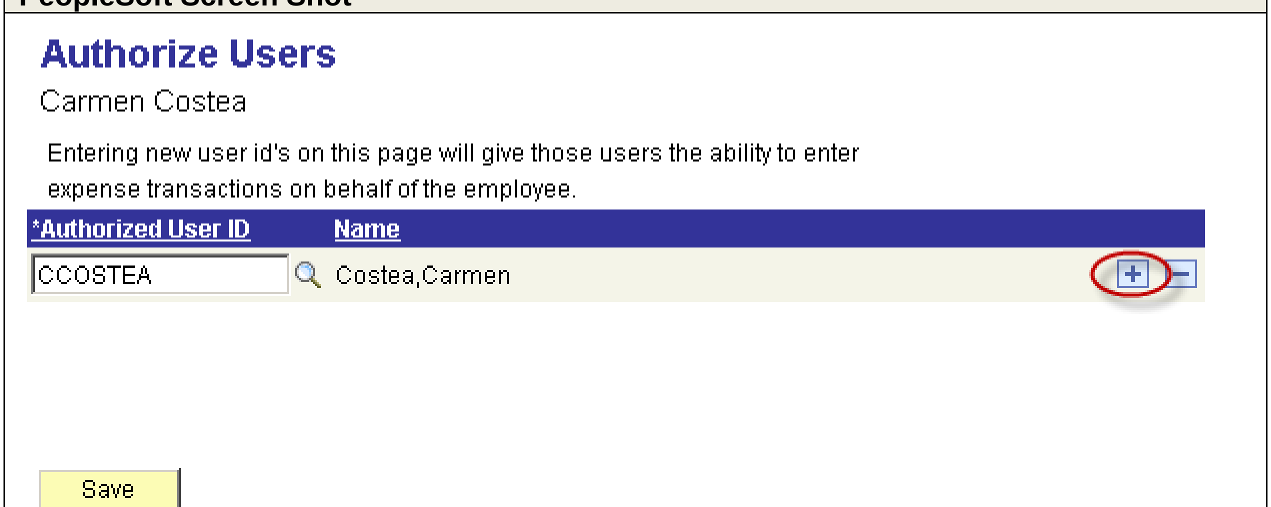
9.1.1 AUTHORIZE USERS

Instructions:

The **Authorize Users** page displays your SFU user ID and your name.

Click the [+] button to authorize another SFU employee to be your delegate.

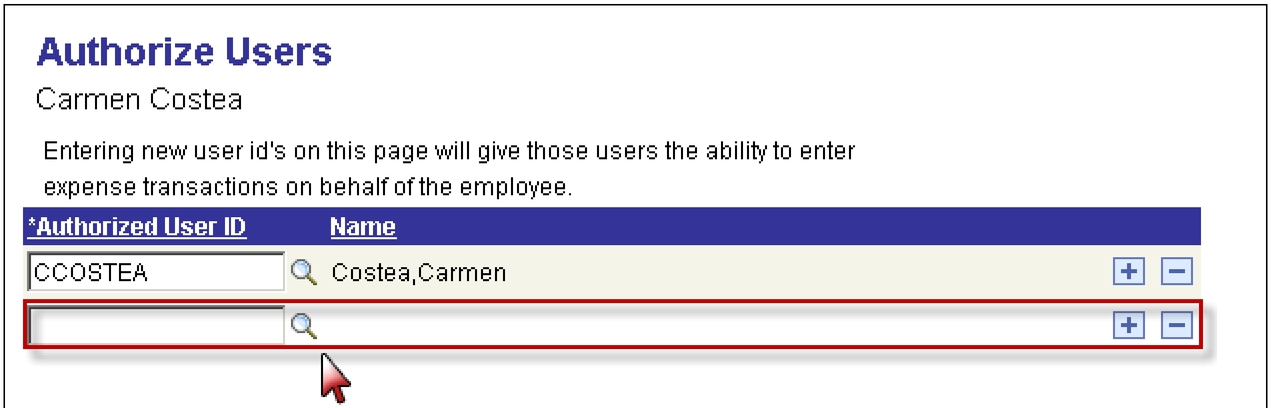
PeopleSoft Screen Shot



Instructions:

When you click the [+] button a new line will be added. Click the magnifying glass.

PeopleSoft Screen Shot

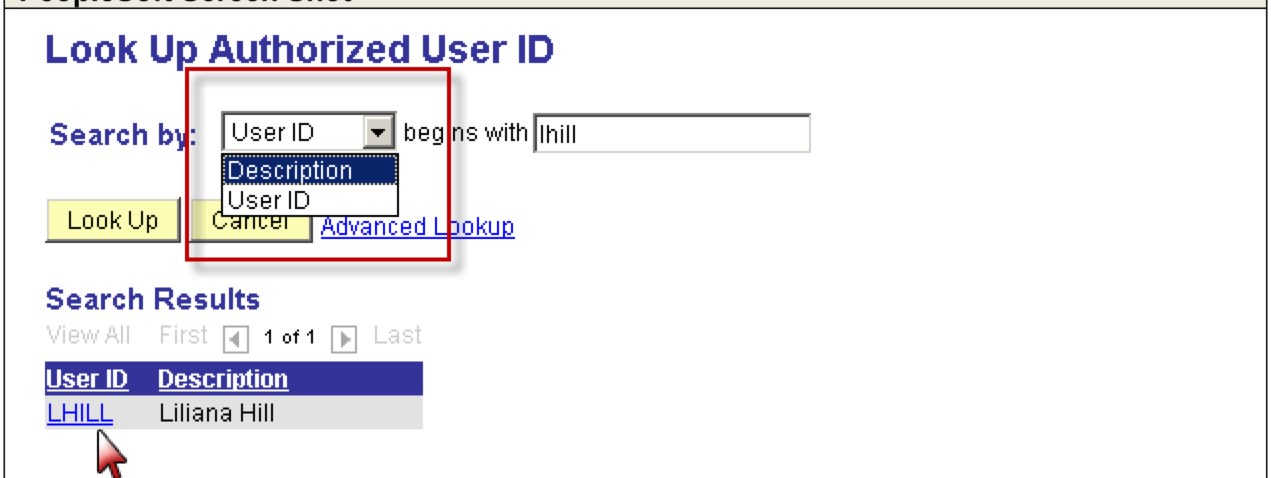


Instructions:

The entire SFU employee list will appear. You can **Search By:** **User Id** which is the SFU Employee computer ID or **Description** which is the employee's name.

Once you get the delegate you want click on the **User ID** hyperlink. The **Authorize Users** page will reopen.

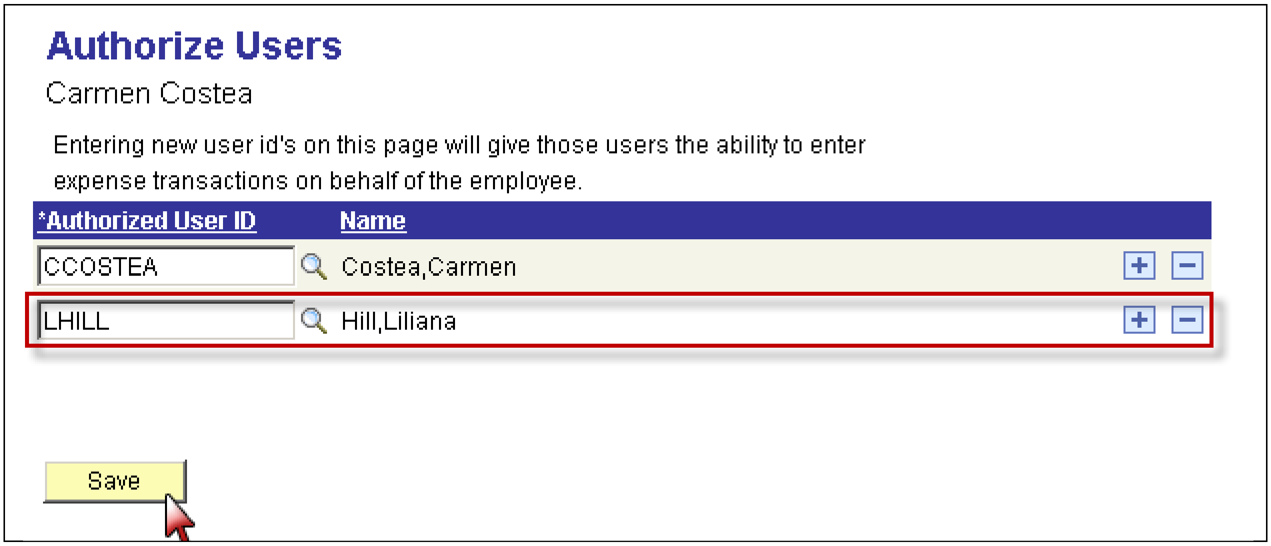
PeopleSoft Screen Shot



Instructions:

The delegate name shows up under your name. Click Save.

PeopleSoft Screen Shot



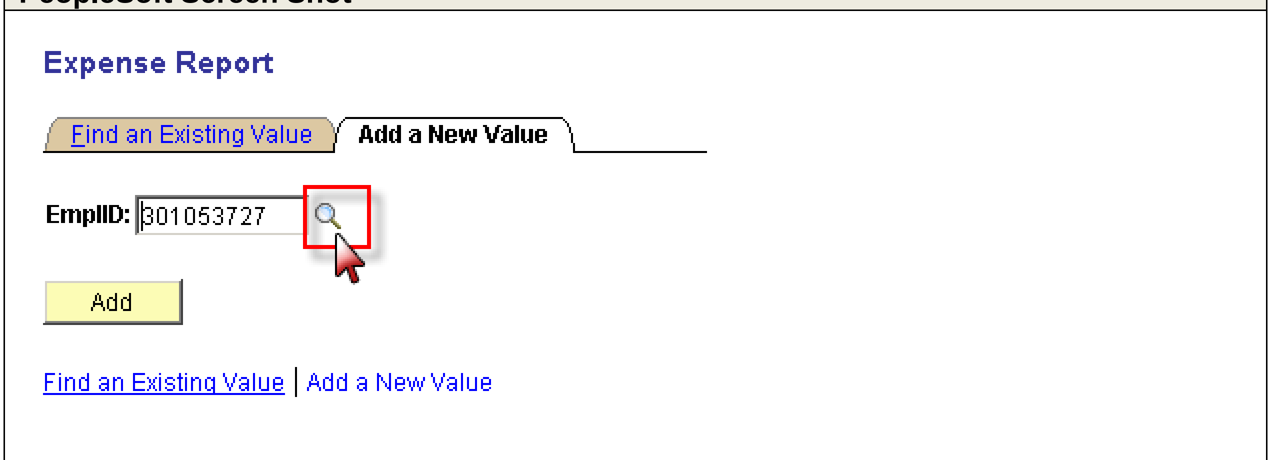
9.2 CREATE AN EXPENSE REPORT AS A DELEGATE

Navigate: Employee Self-Service, Travel and Expense Center, Expense Report, Create

Instructions:

On the Cash Advance page click the magnifying glass. You will get a list with the all the SFU employees you have delegation for.

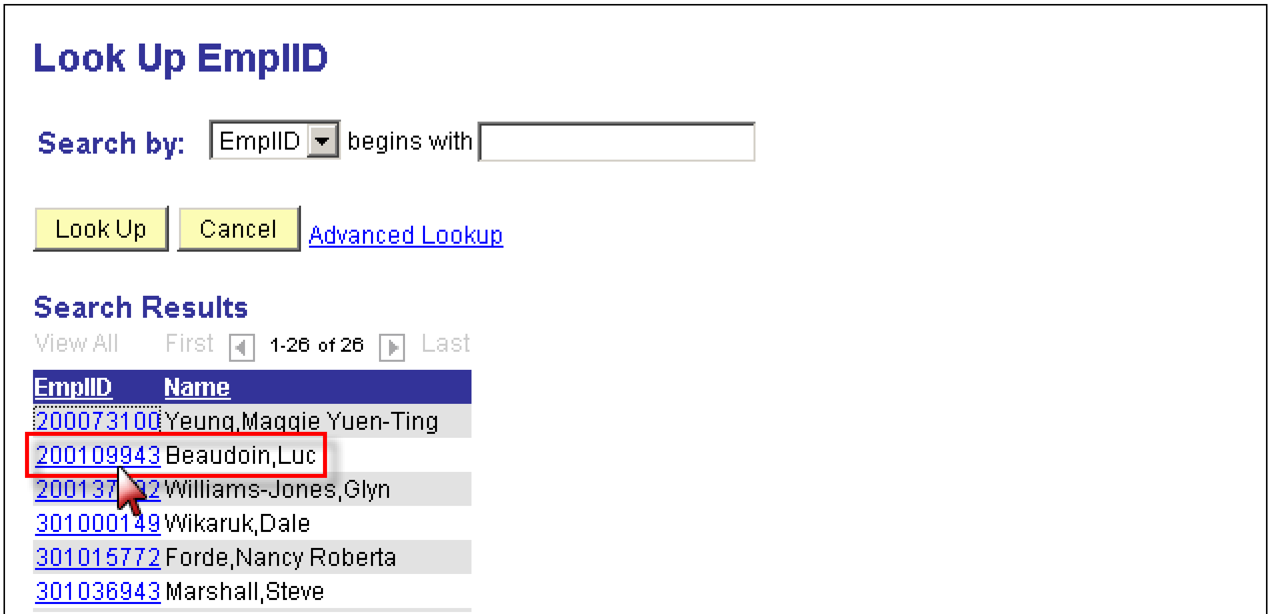
PeopleSoft Screen Shot



Instructions:

Chose the employee for which you want to create an Expense Report by clicking on the EmplID hyperlink.

PeopleSoft Screen Shot



Instructions:

Chose the employee for which you want to create a Cash Advance by clicking on the **EmplID** hyperlink. Follow steps 3.1 to 3.5