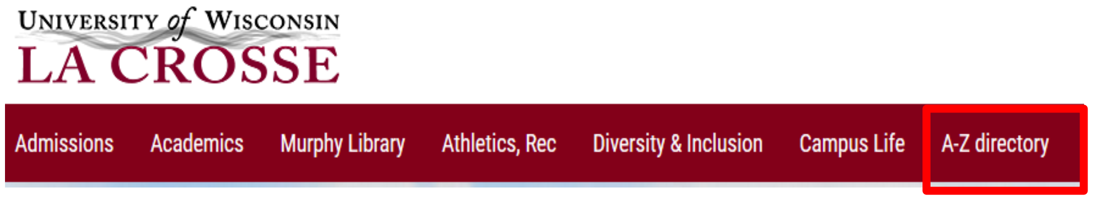
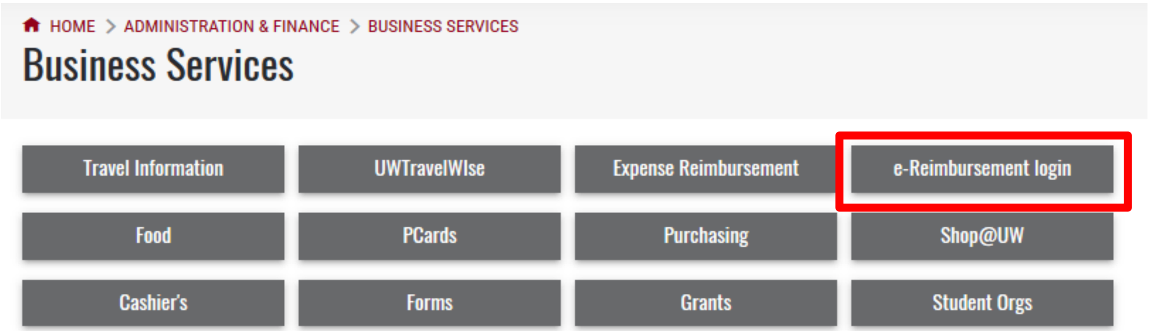
e-Reimbursement Training

Login

- Open an internet browser (Firefox seems to be most compatible)
- Go to the UWL Website Homepage
  - Click on A-Z directory
  - Scroll down and click on Business Services



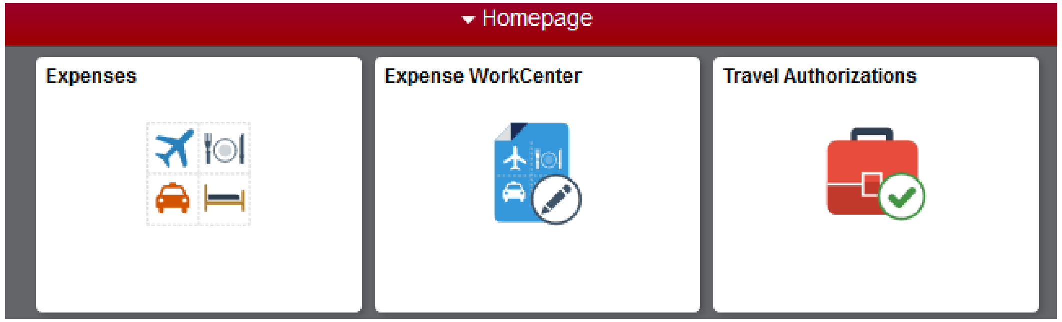
- At the Business Services Homepage
  - Click on e-Reimbursement login



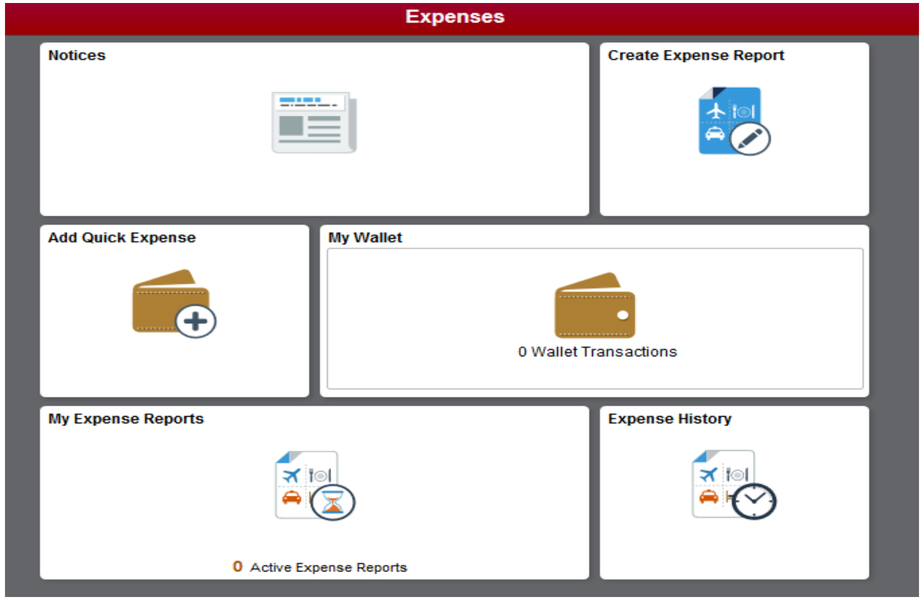
- Logging into e-Reimbursement
  - Select UW-La Crosse
    - Click on Go
  - Enter your NetId and Password

Homepage & Navigation

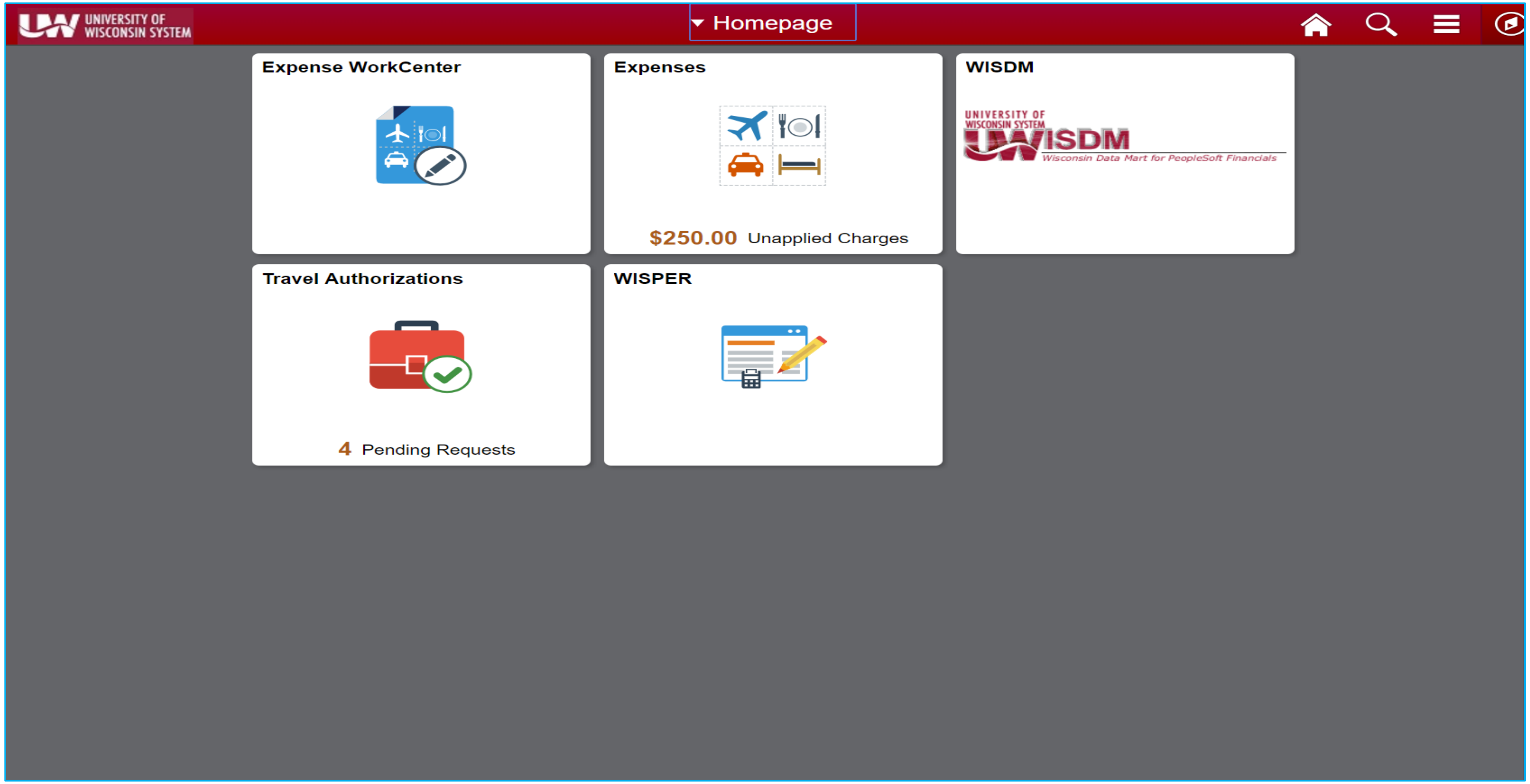
- Homepage:



  - Contains Navigation Tiles
    - When clicked on they take you to a navigation tile collection

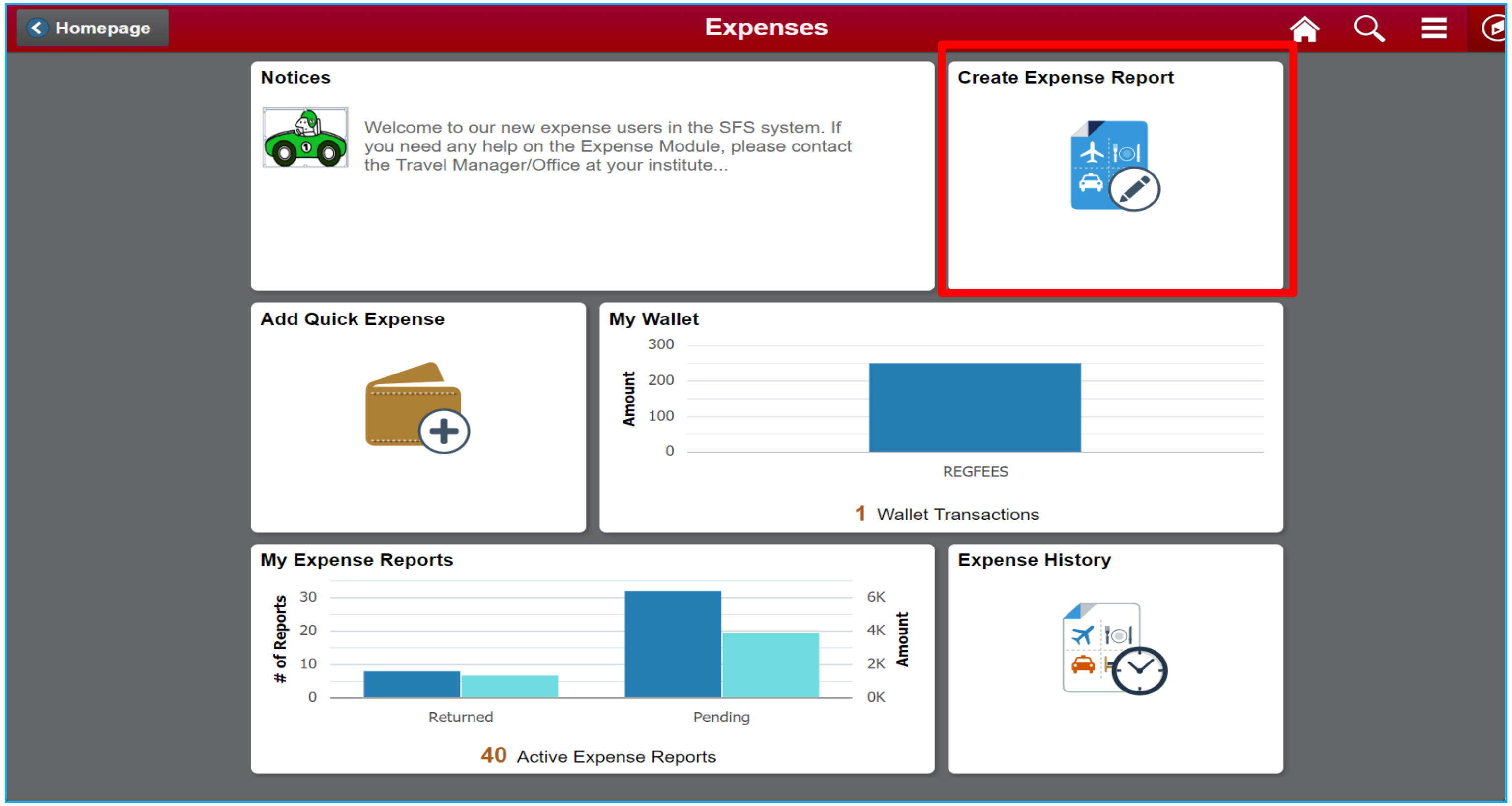


Expense Report



- Use the Expenses tile to get into Travel and Expense functions

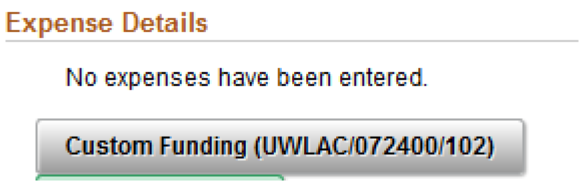
Expense Report



From the Expense tile, you can

- Enter a new expense report
- Enter expenses into your wallet for later use
- View expense history

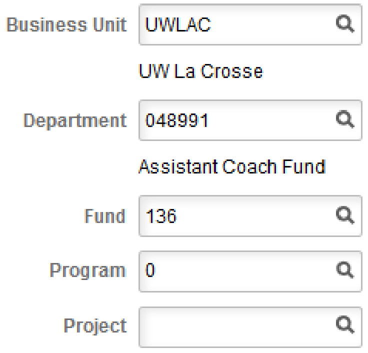
Expense Report – Custom Funding



- Click on Create Expense Report
  - Click on Custom Funding
  - You will see the funding string(s) from where you are paid or other funding strings that you have set up and utilized for e-Reimbursements in the past:

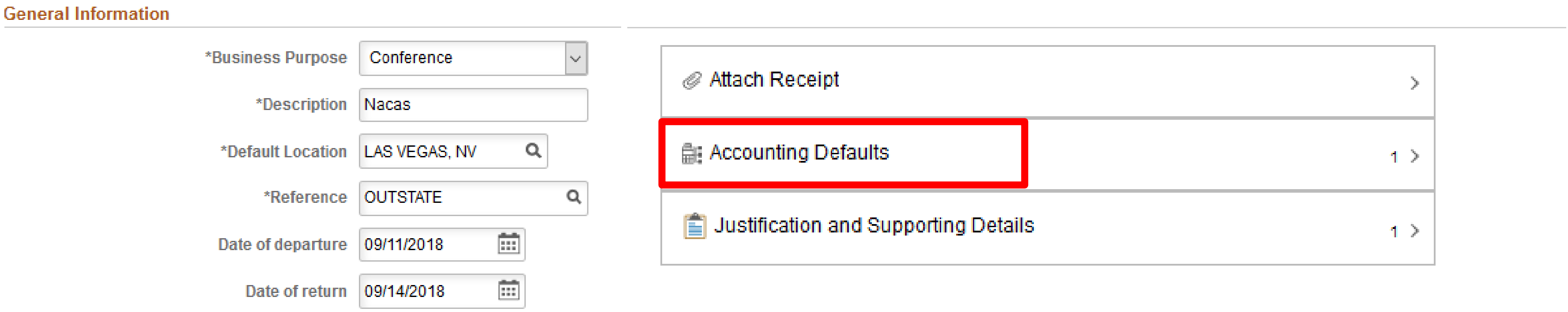
	Select	Business Unit	Fund	Dept	Dept Name	Prgm	Project
1	Select	UWLAC	131	021154	ER Intl Admiss & Recruit	0	
2	Picked	UWLAC	136	048991	Assistant Coach Fund	0	
3	Select	UWLAC	136	048849	Women's Basketball Camps	5	

  - Click on the funding string you want to use for this report
    - The status will change to Picked for that item
    - Click Done (Upper Right Hand Corner)
  - If you need to enter a new funding string for this report:
    - Click on Use Custom Values
    - Enter funding information
    - Click Done (Upper Right Hand Corner)

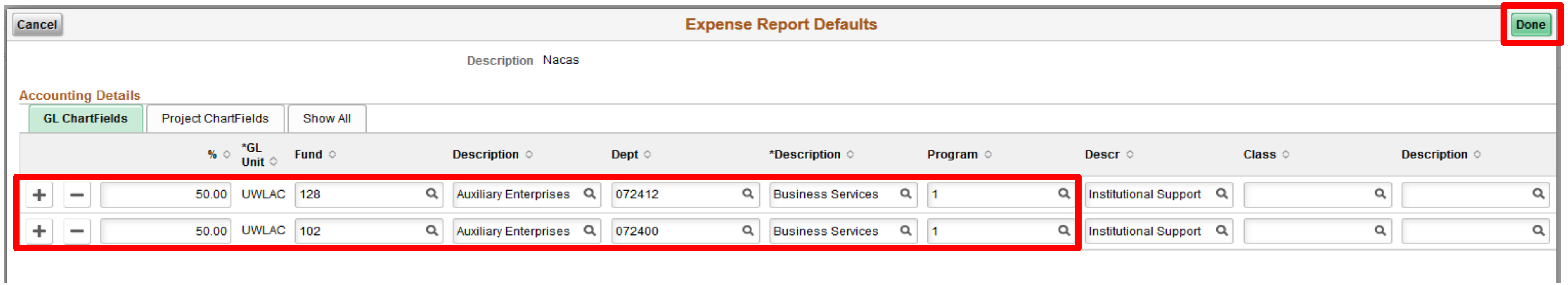


Expense Report – Add / Split Funding

- Click on Accounting Defaults

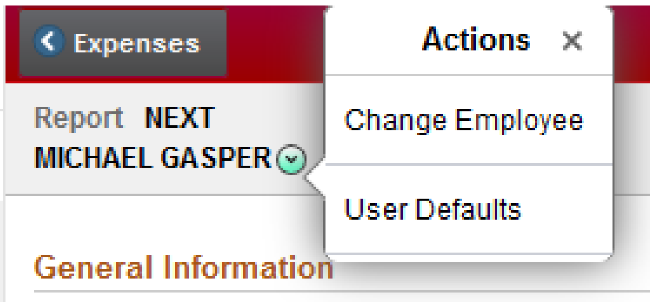


  - The screen below will appear
    - Click on the **+** to add an additional funding string for allocation of expenses
    - Update the % for each and funding string(s) for the desired expense allocation
    - Click Done when completed – this split funding for the entire report based on the % allocation entered



Enter a Report as an Alternate

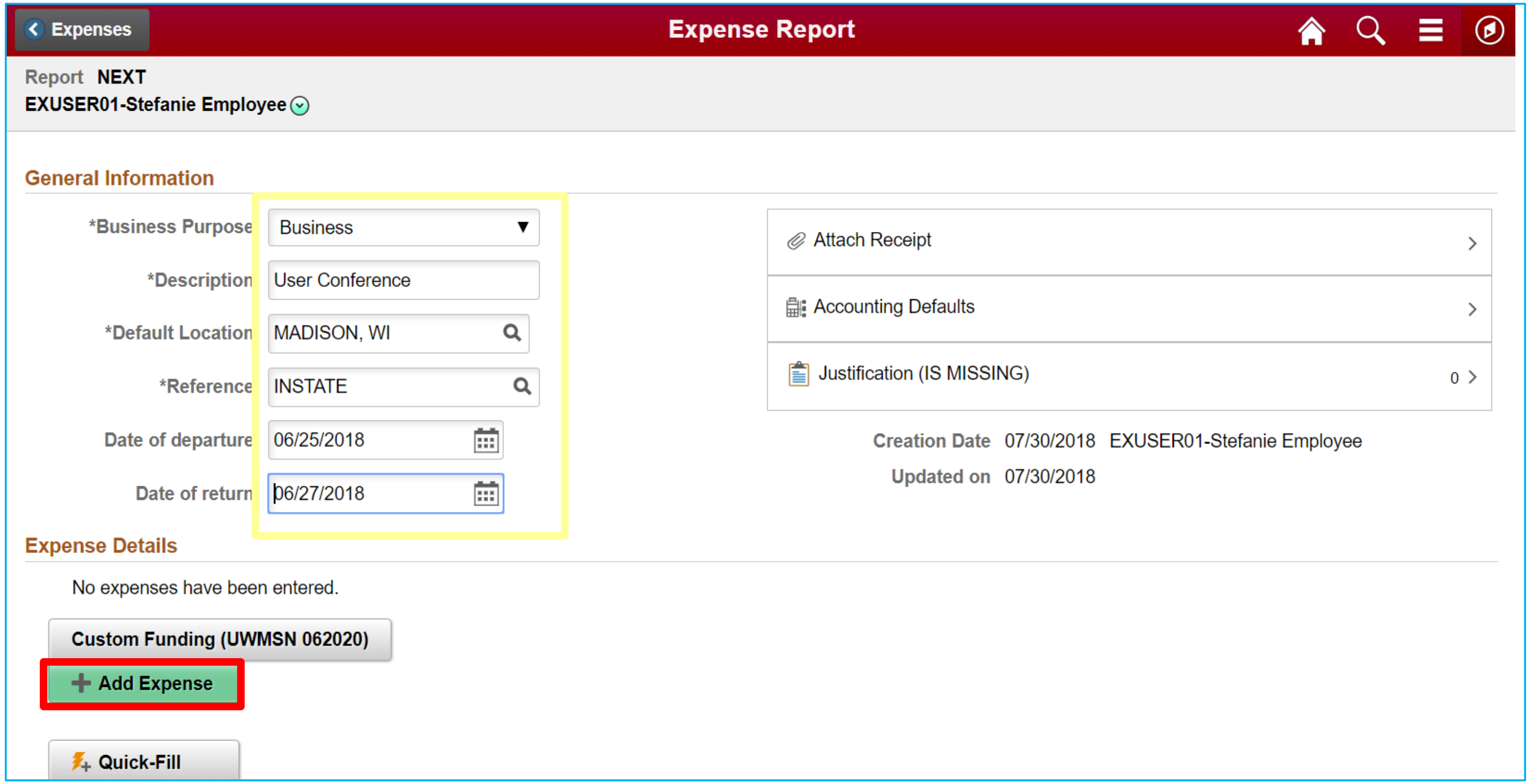
- Click on Create Expense Report
- Click on the down arrow next your name



  - Select Change Employee
  - Then select the name of employee from the list for whom you are completing the expense report

  - Please note that you must be set up by the individual as an alternate

Creating an Expense Report – Add Expense

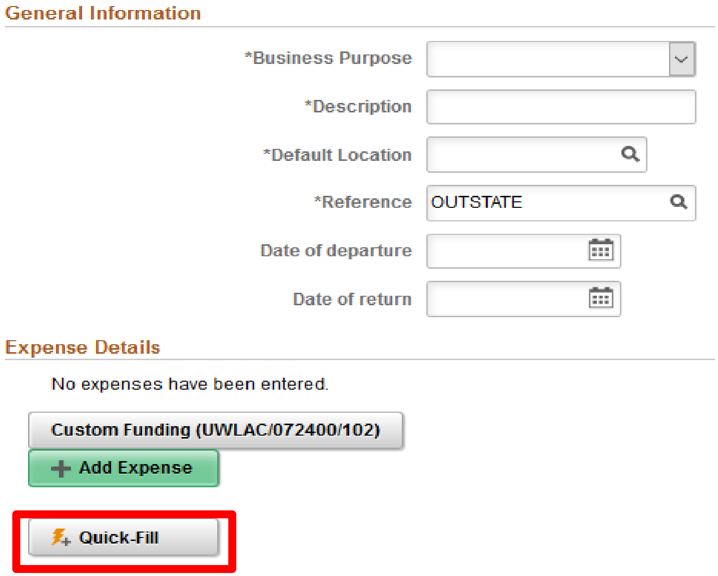


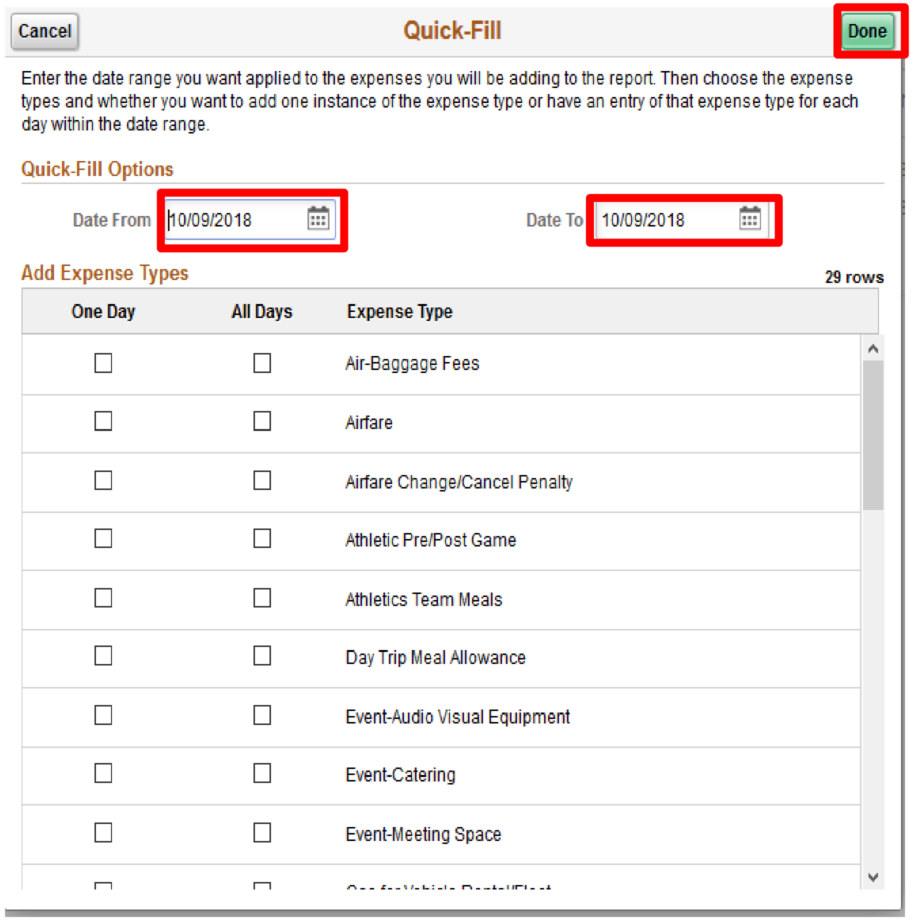
Instate/outstate are now at the header level (entry is saved on each expense line)
Enter the header information and justification
Attach receipts, agenda, itinerary, etc.
Click Add Expense to get started

Creating an Expense Report – Quick Fill Option

Quick Fill Option for Adding Expenses

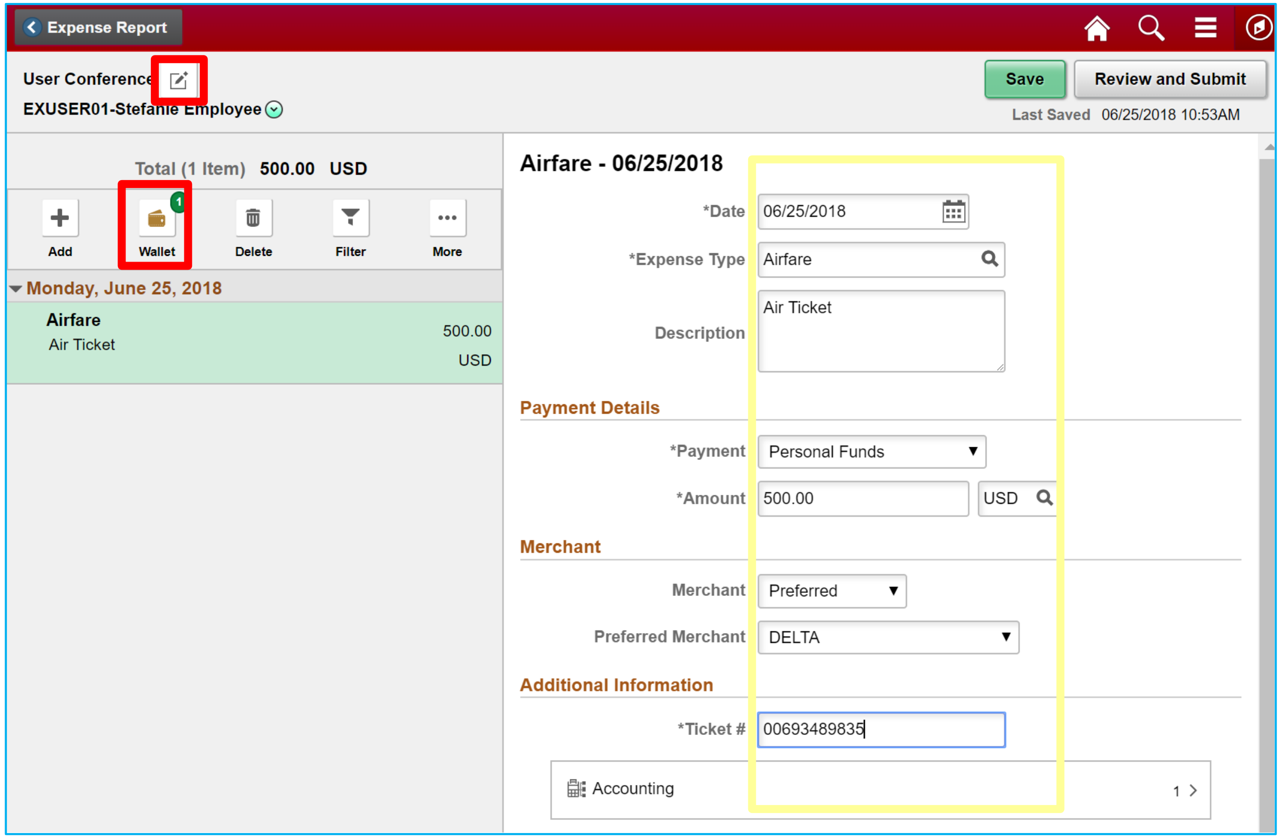
- Click on the Quick-Fill button





- A screen will prompt you to select expense types for a single day or date range and to populate the report
- Select date(s)
- Click on Done

Creating an Expense Report – Wallet Option

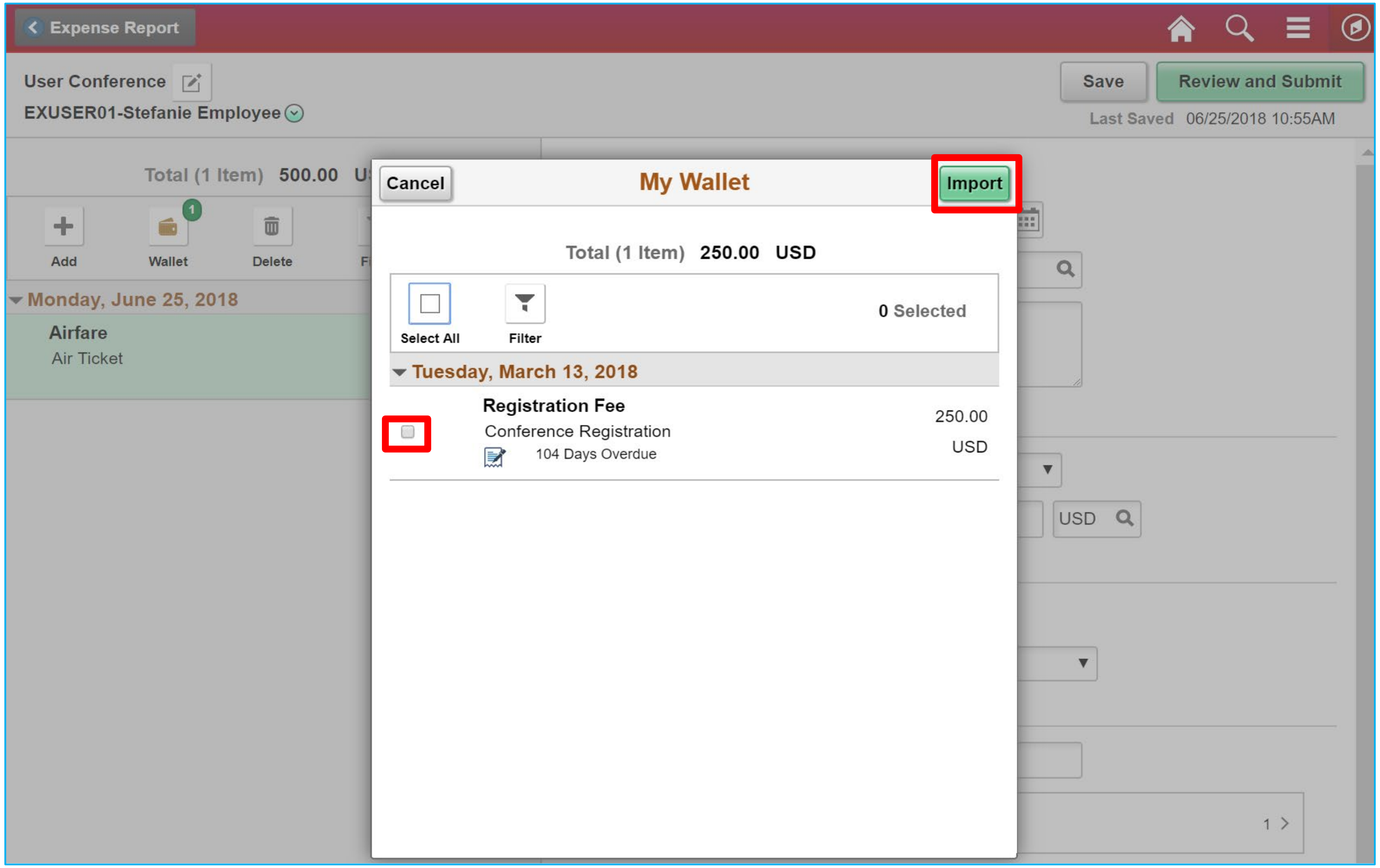


The wallet stores single expense items entered for future use on an expense report.

Click on Wallet for list of stored items.

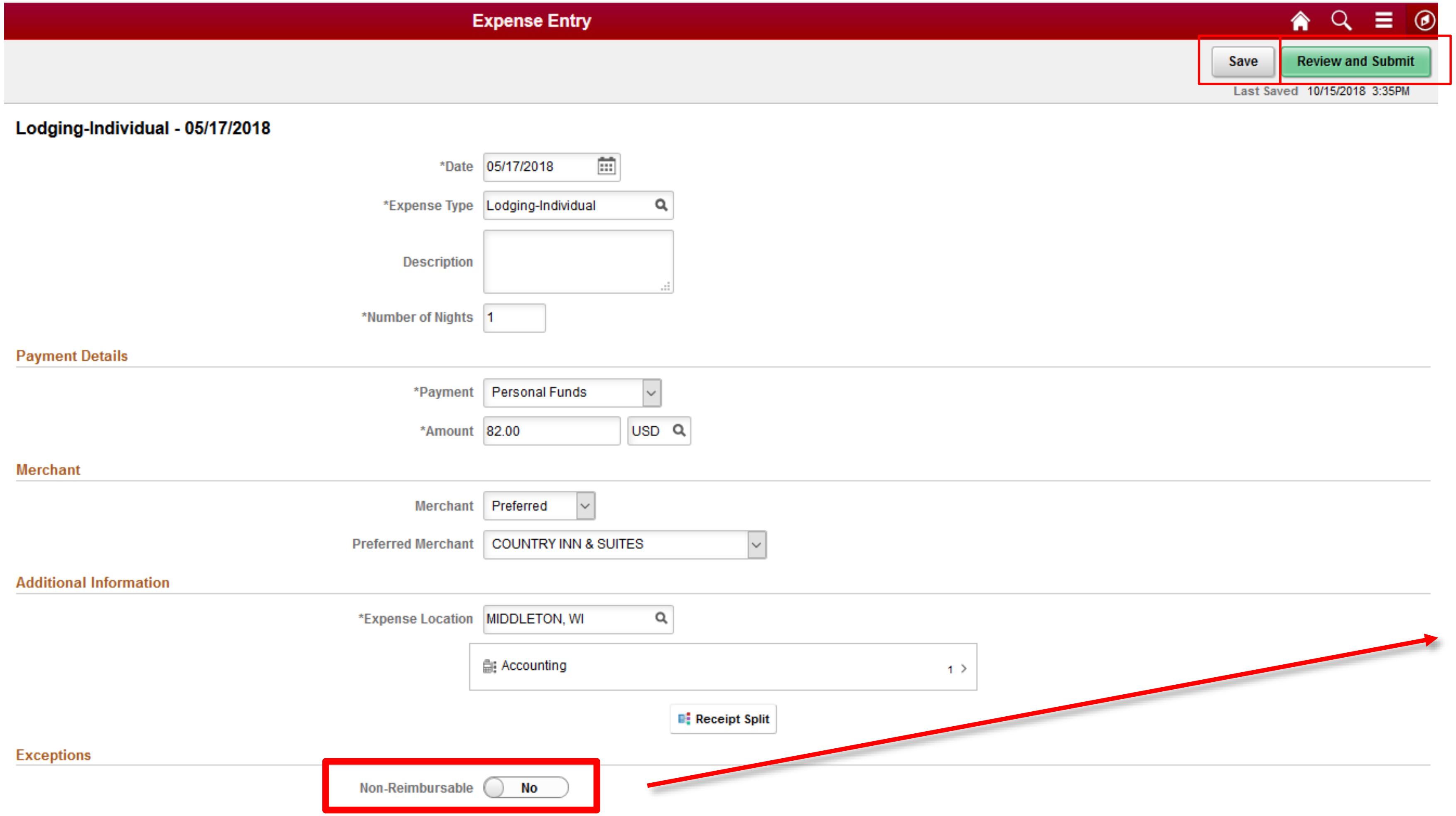
Note: Click on the pencil to return to the Expense Report – General Information Screen

Creating an Expense Report – Wallet Option



Select the radio button next to the item to add item to expense report
Then, click on Import

Creating an Expense Report – Saving or Submitting



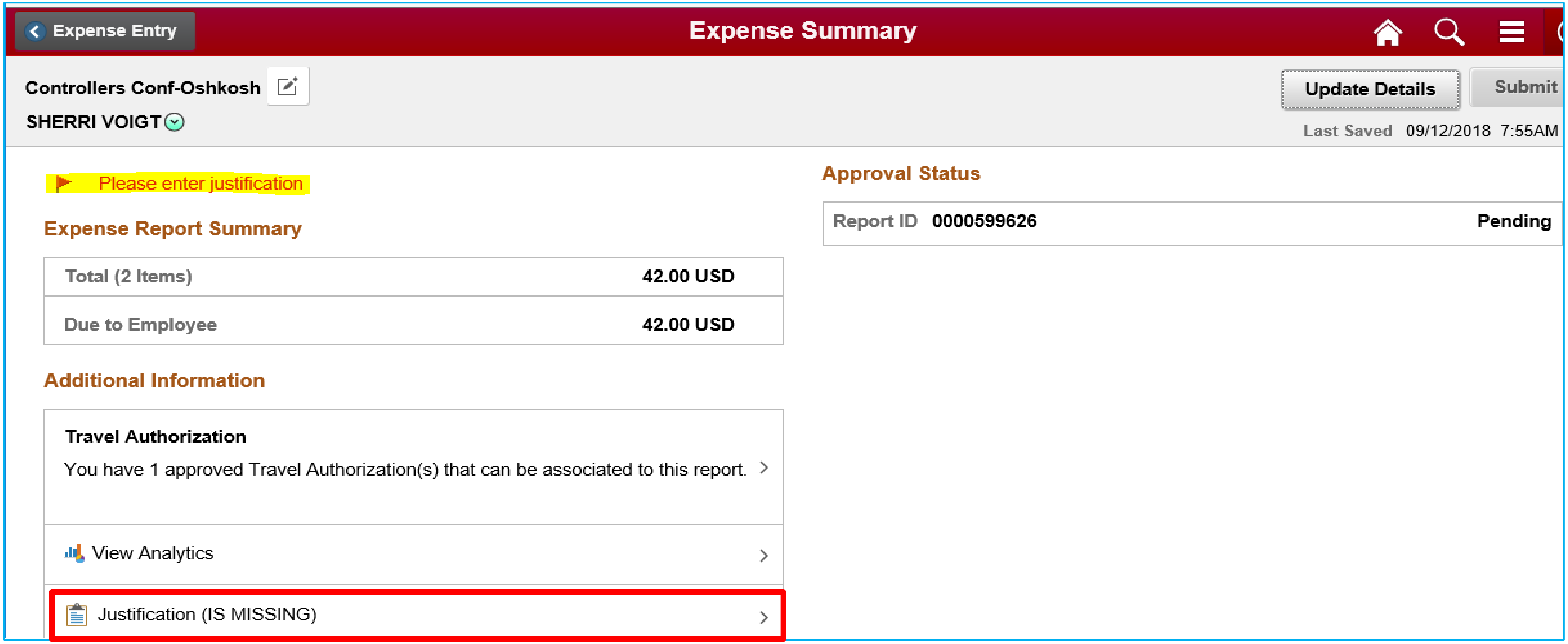
Non-Reimbursable:
No = reimbursed
Yes = non-reimbursed

When to use: For non-reimbursable items based on policy.

Example: a movie rental on a hotel receipt.

Once you have entered all your expense lines, you can either Save the report for later or Review and Submit.
If you did not enter justifications/support, it will force you to enter this.

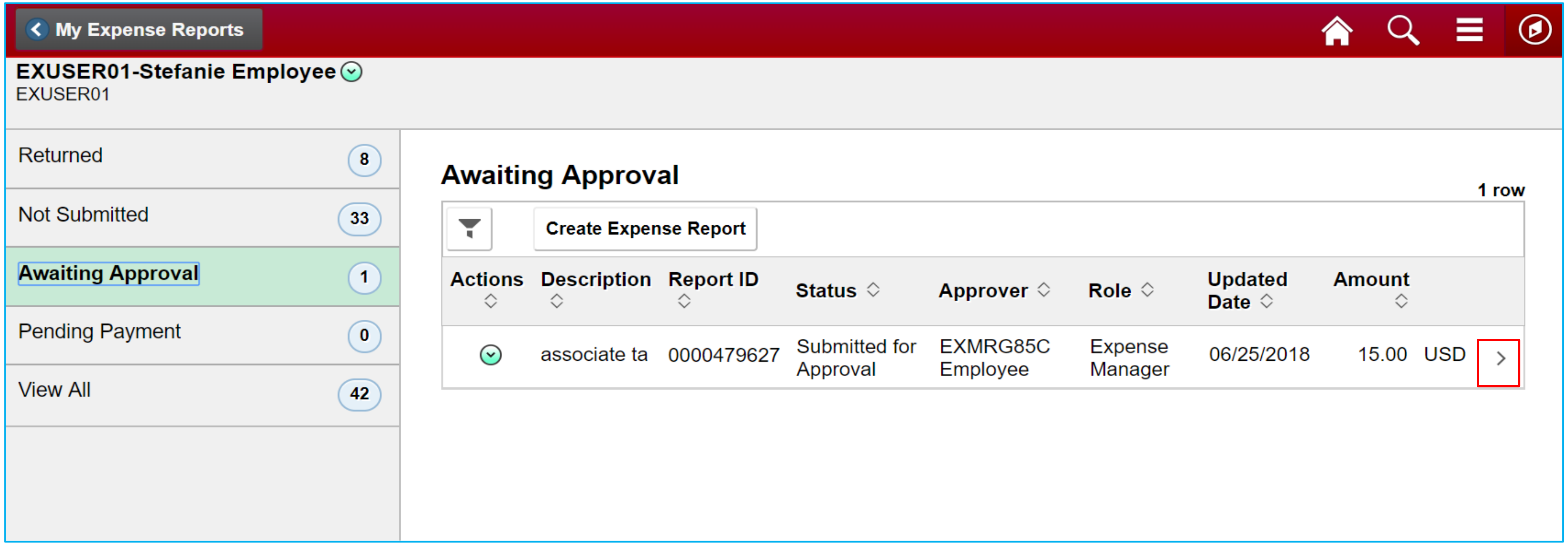
Creating an Expense Report – Add Justification



If you forget the justification (supporting details), you will get the flag and message. Click on Justification at bottom of screen to add information. Then resubmit

Look up Expense Reports

Expense Report – Status Review



You can view all of your expense reports from this summary screen. Clicking on the heading will show a list of items in that category. You can take action on them by clicking on the arrow to the right of the report. Items not submitted can be opened and reviewed & submitted. Items awaiting approval can have reminder notifications sent.

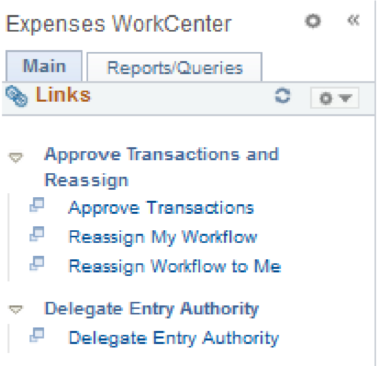
My Expense Reports – Options

- Copy to New Report – will create a new report based on an existing report which can then be modified.
- Delete Report – will allow you to delete a report in your queue.
- Send Notification – allows you to send a message regarding the report selected.

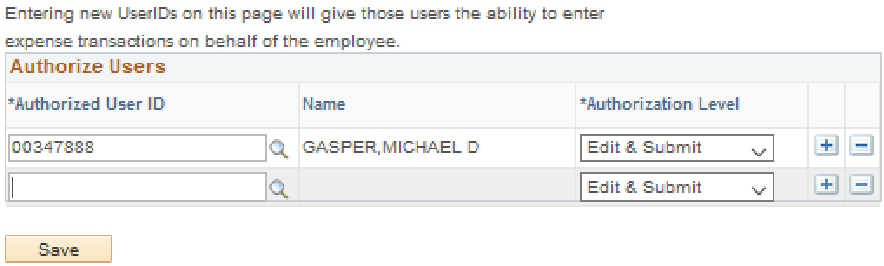
Expense History – Options

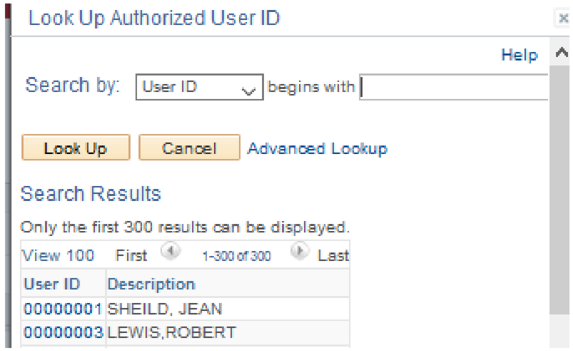
- Copy to New Report – will create a new report based on an existing report which can then be modified.
- Send Notification – allows you to send a message regarding the report selected.

How to Assign an Alternate

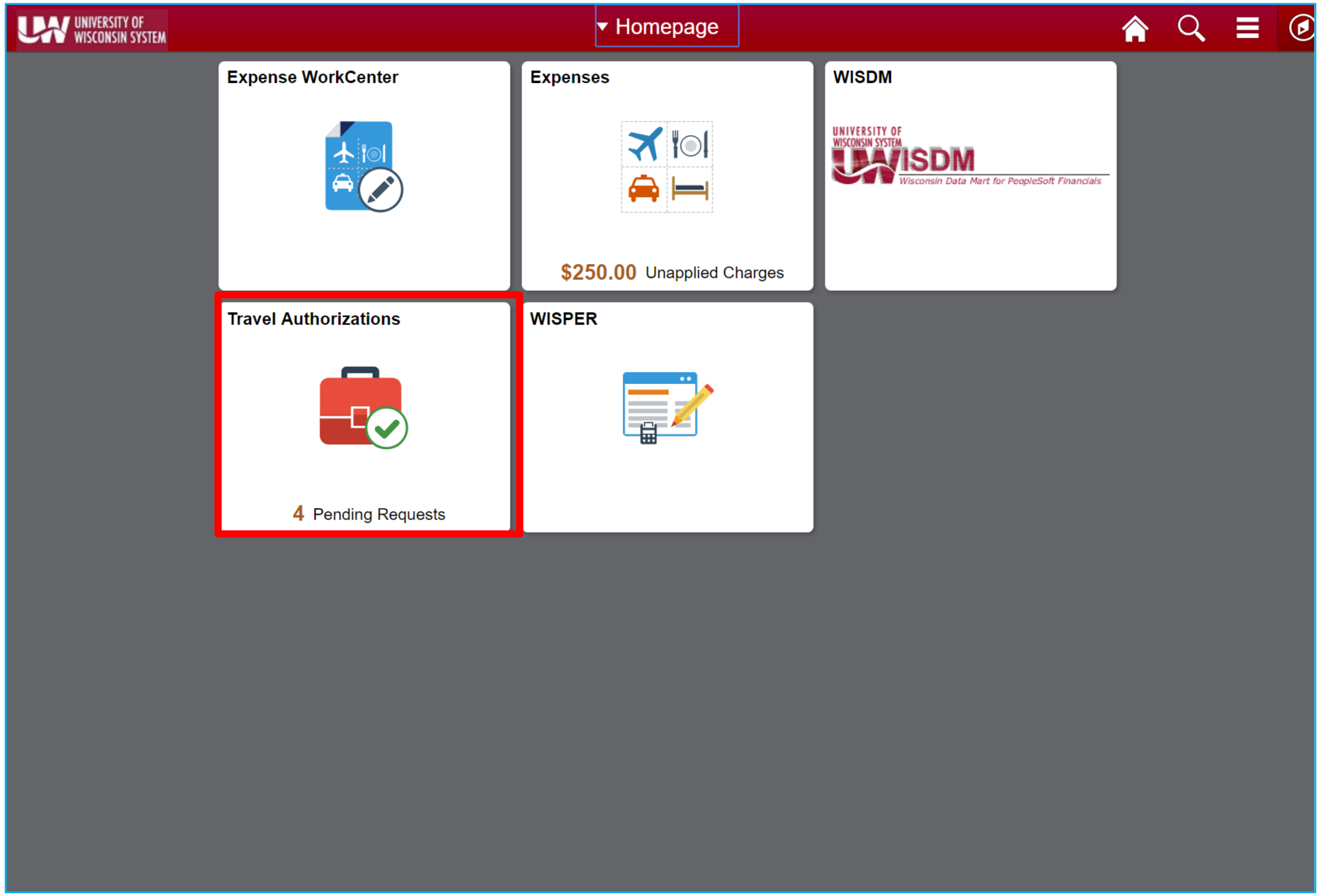


- Click on the Expense Work Center Tile
- Click on Delegate Entry Authority
  - Click on the + sign
  - Click on the magnifying glass
  - Search for a user by:
    - User ID or
    - Description [employee name]
  - Select the user
  - Click on Save



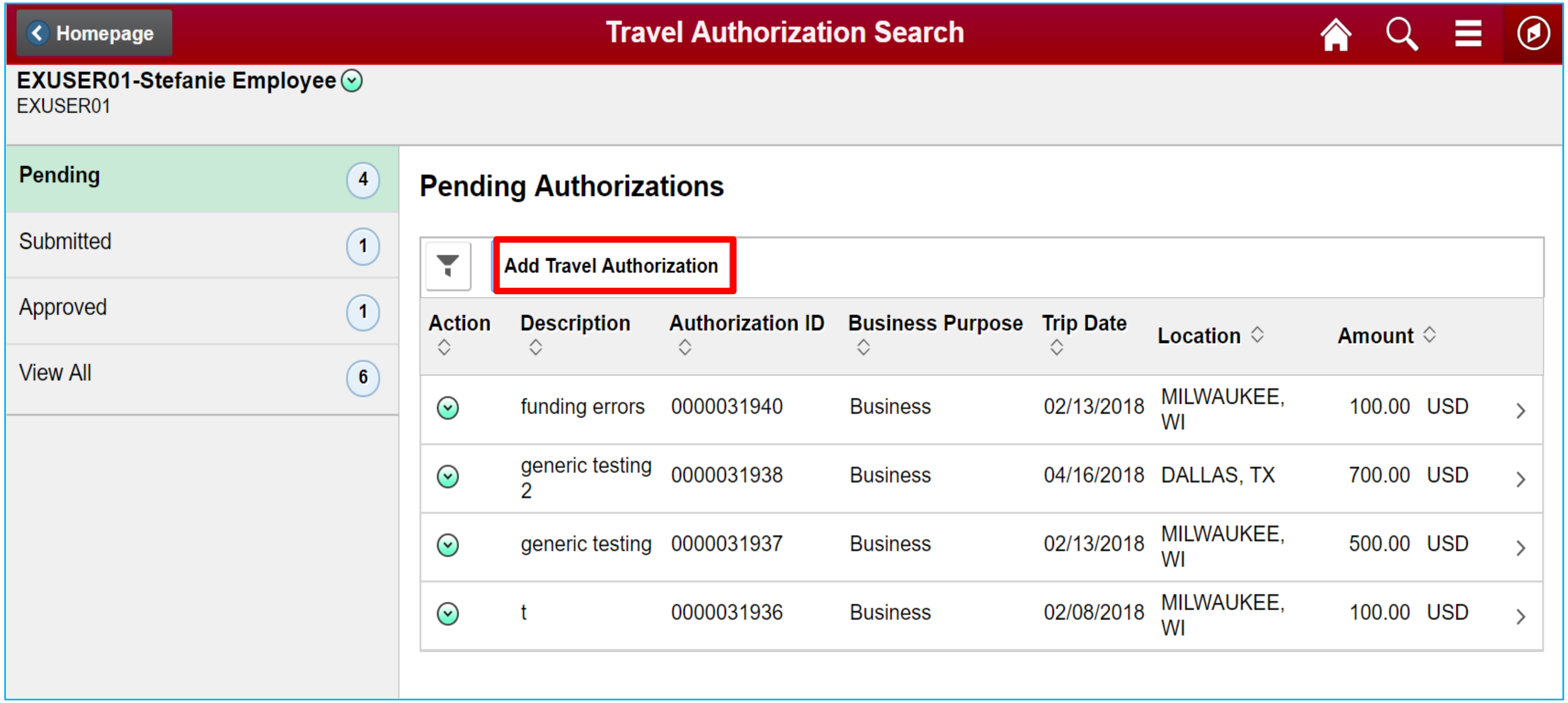


Travel Authorizations



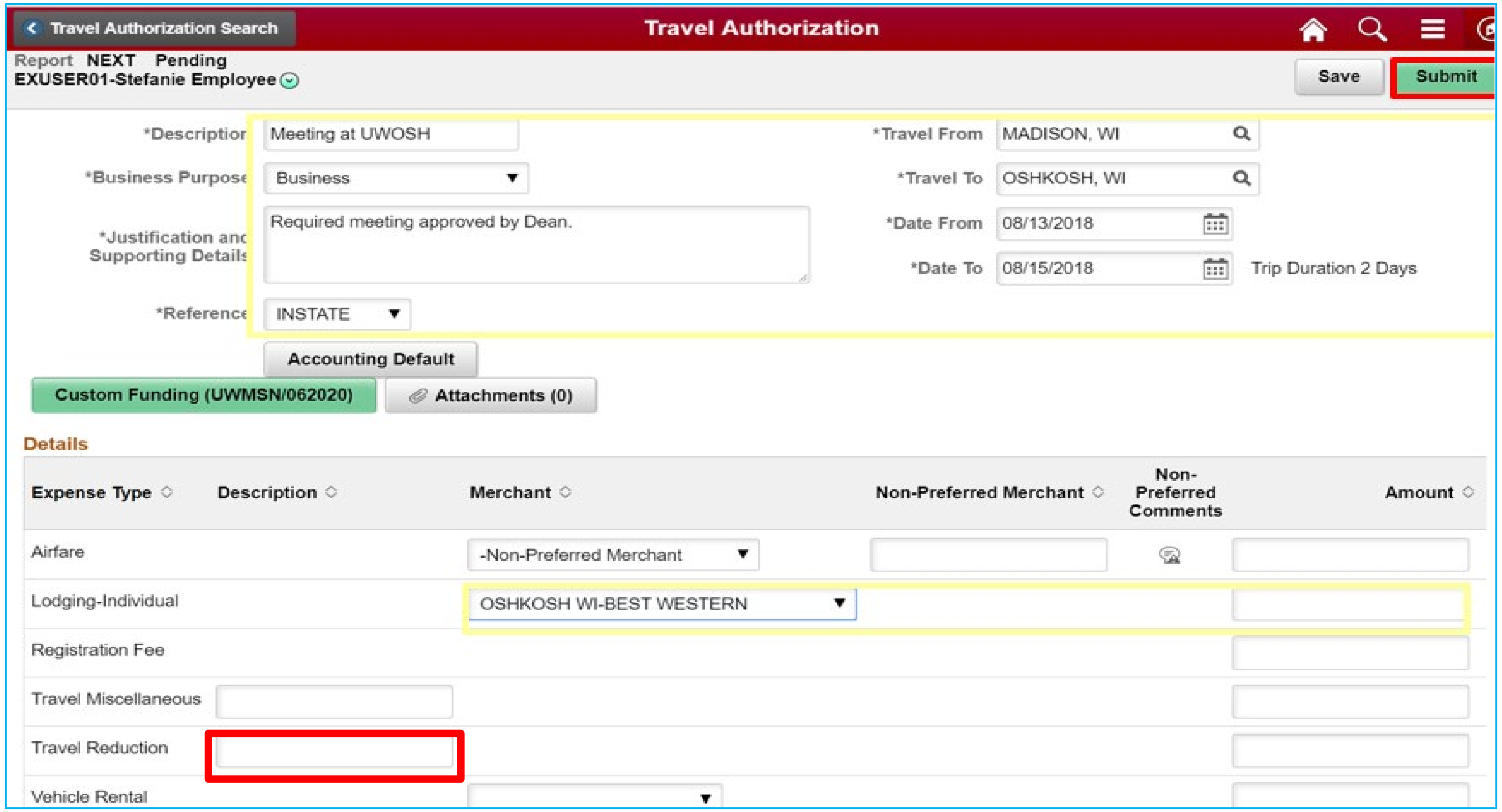
Use the Travel Authorizations tile on the Homepage

Creating a Travel Authorization



Click on Add Travel Authorization button to add a new TA

Creating a Travel Authorization



Complete the *Details* section of the Travel Authorization request.

Notes: 1) In Travel Miscellaneous - enter the description Meals & Incidental and estimated amount.
2) If you have a Travel Reduction, enter a description and the amount as a negative number.

If the TA is for yourself after entry is complete. Verify the totals on the screen and click **Submit**.

Complete the *General Information Panel* with the following information:

a. **Description:** Enter a brief description of the future trip in 30 characters or less.

b. **Business Purpose:** Click on the drop-down arrow and select the category that best describes the official business purpose of the travel or expense. See Business Purpose Descriptions for the Expense Module.

c. **Justification and Supporting Details:** Enter a detailed description of the future trip including expense/travel justification and supporting details. This field allows an unlimited number of characters.
Note: *All acronyms must be spelled out.*

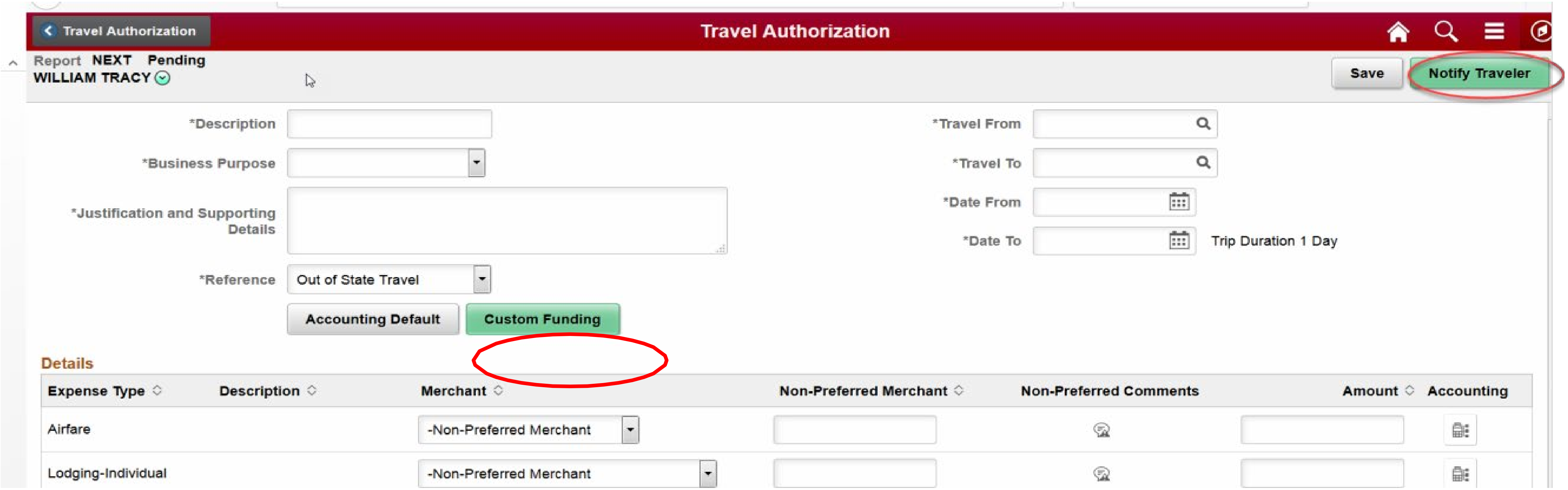
d. **Reference:** Click on the drop-down arrow and select the type of travel

e. **Travel From/Travel To:** Enter the travel from/to location where the expenses will be incurred (e.g. San Diego, CA). To look up specific locations, enter the first three characters of the city name and click on the magnifying glass icon.

f. **Date From:** Enter a future date to reflect the departure date of the trip.

g. **Date To:** Enter a future date to reflect the return date of the trip

Creating a Travel Authorization - Submitting



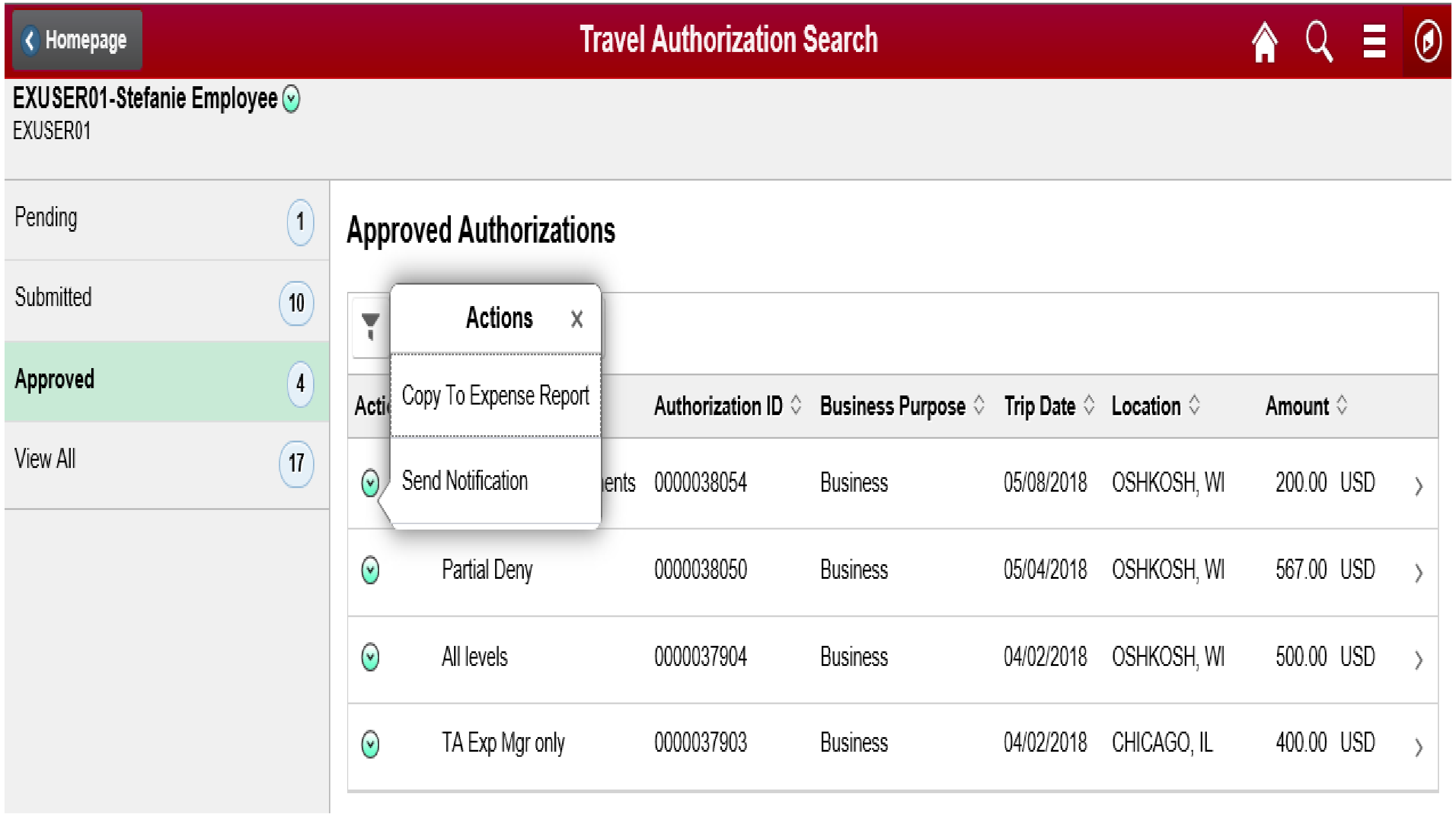
When entry is complete, proceed as follows:

a. If entering on behalf of another employee, click **Notify Traveler.**

- The traveler must login to the Expense Module, click **Travel Authorization** in the Home page – locate the pending Travel Authorization, verify the totals on the screen that follows and click **Submit**.

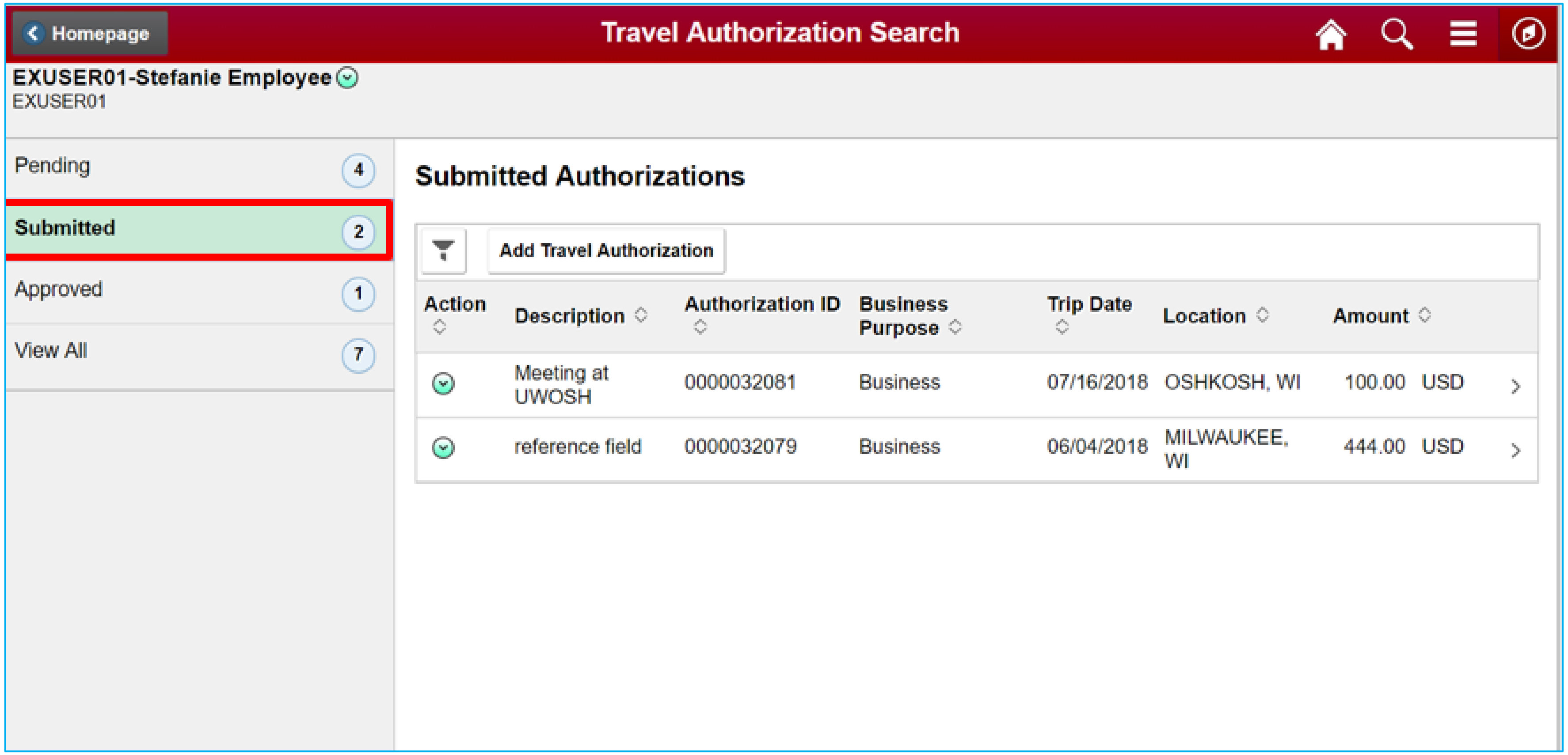
Note: *If further entry is required, click* ***Save*** for Later. *To retrieve the existing Travel Authorization, click* ***Travel Authorization*** *in the Home page.*

Travel Authorization – Copy to Expense Report



After submission, the Travel Authorization is routed to the appropriate Approver. Travelers/Alternates will receive e-mail notification of Travel Authorization request approval or denial. If approved, the traveler/alternate will be able to create an expense report from the existing Travel Authorization after the completion of the trip by selecting **a Travel Authorization** from the *Approved Authorizations* using Action menu and selecting *Copy To Expense Report*

Travel Authorization – Status Review

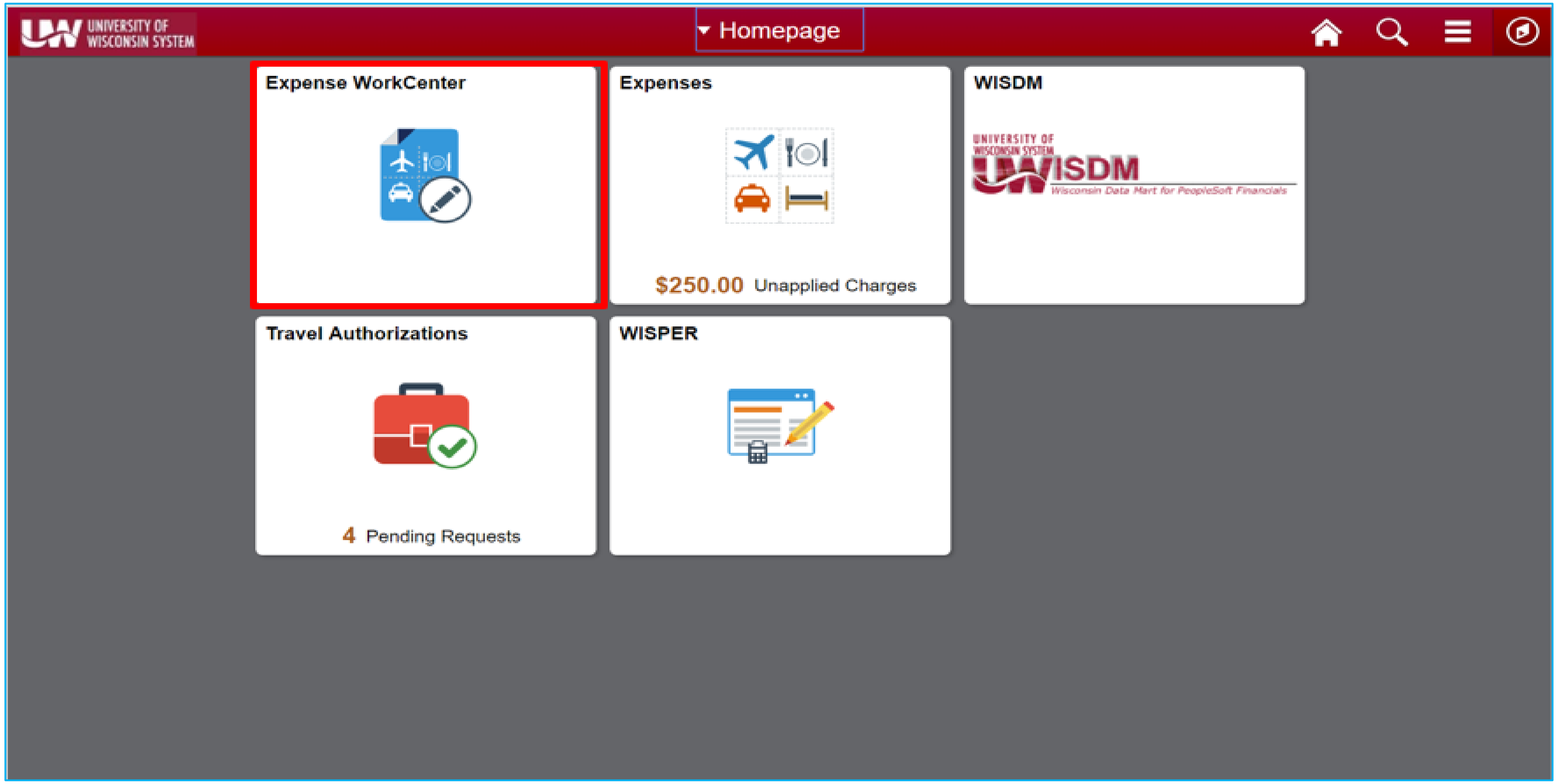


You can review submitted Travel Authorizations to check status.

Workflow Approvals (Approve Expense Reports)

- **Expense workflow**
  - **HR Supervisor**
  - **WISDM Manager**
  - **If fund 133, 144 or 233 – goes to Grant Accountant**
  - **UW System Audit**
- **Approvers can still see alert bubbles, funding, etc.**
- **Benefits:**
  - **Approvers can now add attachments**
  - **Approver links will be done through the Expenses WorkCenter**

WorkCenters

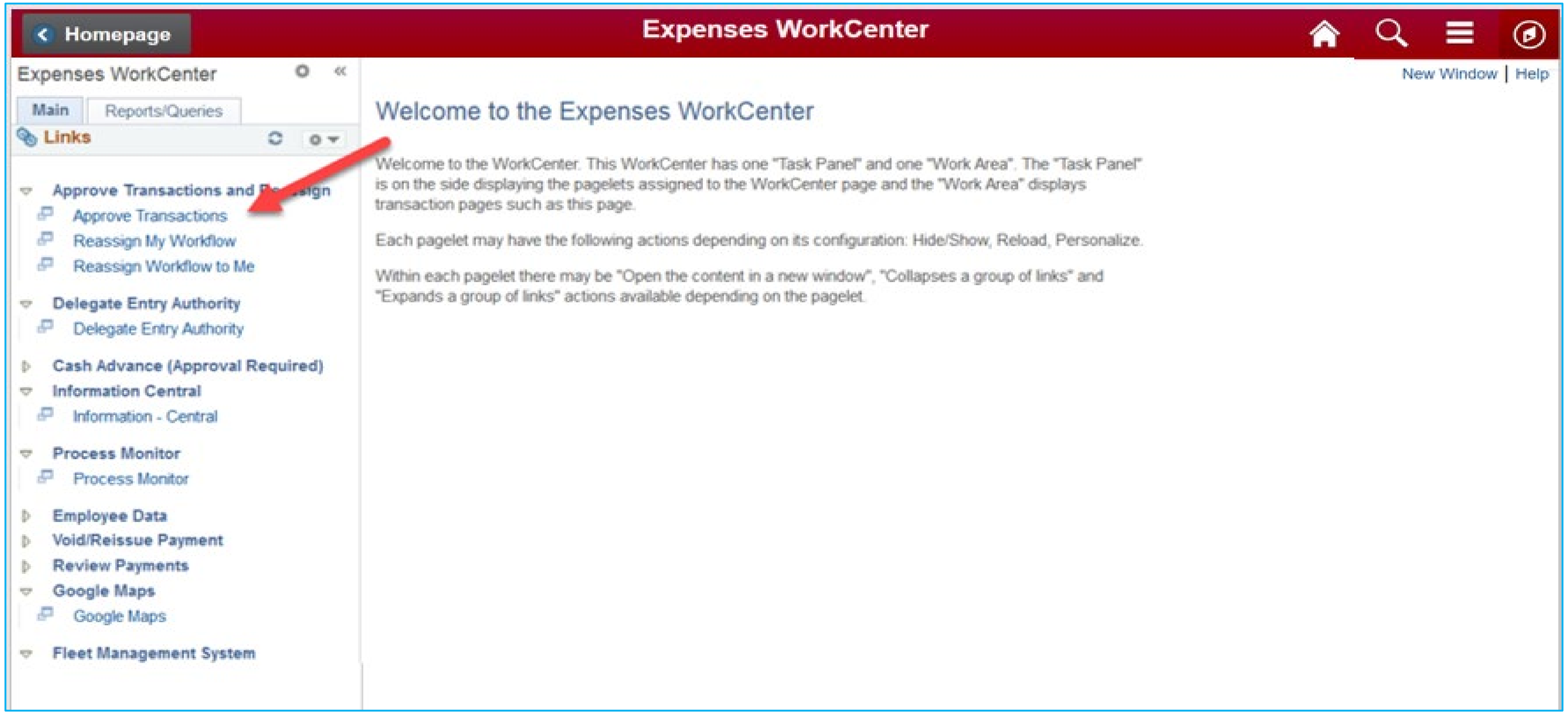


From the homepage, click on the Expense WorkCenter tile.

Expense WorkCenter

- Central location for most used functions for a business area
  - Two Tabs
    - Main – has links that navigate you to commonly used menu items
    - Reports/Queries – most commonly used items for the work center selected

Expense WorkCenter - Menu



Expense Report approvals will be completed through the link on the Expenses WorkCenter list.

Expense WorkCenter – Transactions Pending Approval

Select All Clear All

Transactions to Approve

Personalize | View All | First 1-5 of 5 Last

Select	Urgency	Alert	Transaction Type	Total	Unit	Name	Employee ID	Description	Transaction ID	Date Submitted	Status	Role
			Expense Report	3150.18	USD	PREUSS,RYAN J	00788966	Grand Rapids	0000609234	09/28/2018	Submitted for Approval	HR Supervisor
			Expense Report	259.89	USD	PREUSS,RYAN J	00788966	SFS 9.2 Eau Claire Roadshow	0000609235	10/01/2018	Submitted for Approval	HR Supervisor
			Expense Report	152.28	USD	PREUSS,RYAN J	00788966	Wittich WHS Meeting in Madison	0000609244	10/01/2018	Submitted for Approval	HR Supervisor
			Travel Authorization	2317.39	USD	PREUSS,RYAN J	00788966	A/P CONFERENCE LAS VEGAS	0000044542	10/01/2018	Submitted for Approval	HR Supervisor
			Travel Authorization	2079.15	USD	PREUSS,RYAN J	00788966	C3X CONFERENCE	0000044544	10/01/2018	Submitted for Approval	HR Supervisor

A list of transactions awaiting your approval will appear.
To open a transaction, double click on the hyperlink in the Description or Transaction ID field.

Urgency: The Urgency column provides a visual guideline to help you prioritize your approval queue based on the number of days from submission. The categories are defined as follows:

- Green circle (low): 0 – 7 Days
- Yellow triangle (medium): 8 – 29 Days
- Red square (high): 30 – 999 Days

GOAL: *Try to approve all transactions within seven days of submission*

Expense WorkCenter – Expense Summary Page

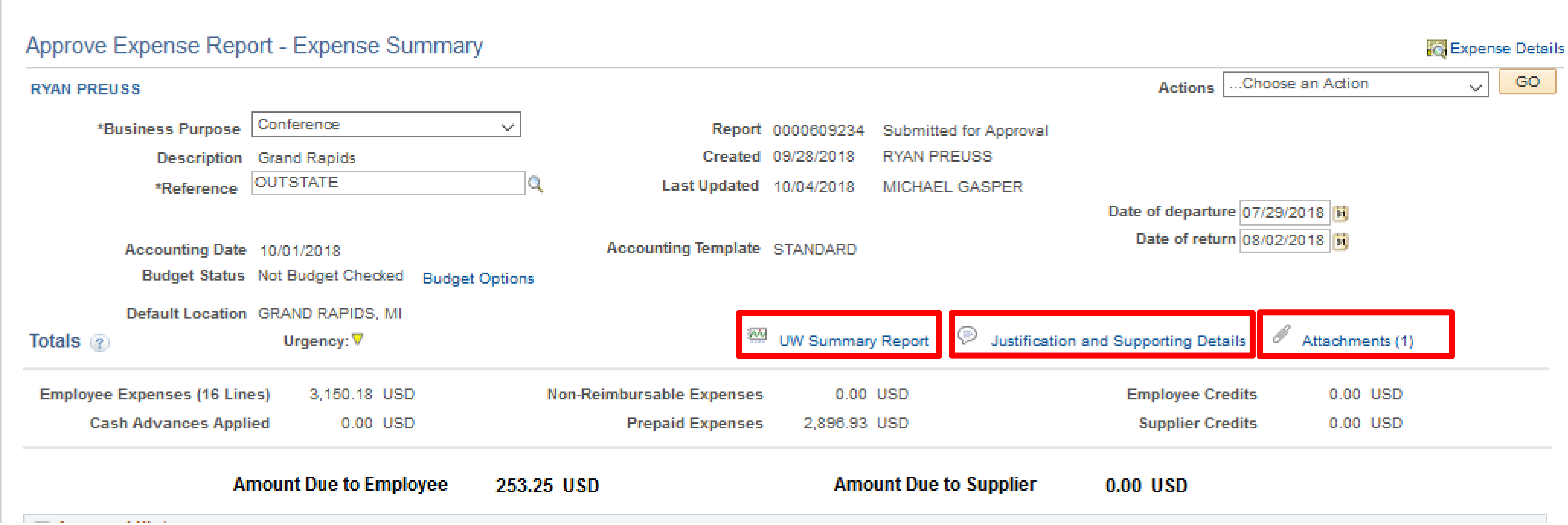
Expense Summary Page

Provides details necessary to determine the appropriateness of the expense lines (e.g. *Date/Time of Departure/Return* fields determine which meals a traveler is eligible to claim).

Review the information for accuracy and verify that the contents of the report coincide with the mission of your Division/Department.

TIP: *The UW* ***Summary Report*** *is available near the top of the Expense Report. Use this feature to review the accounting for this expense report.*

Expense Approver – Expense Summary Page



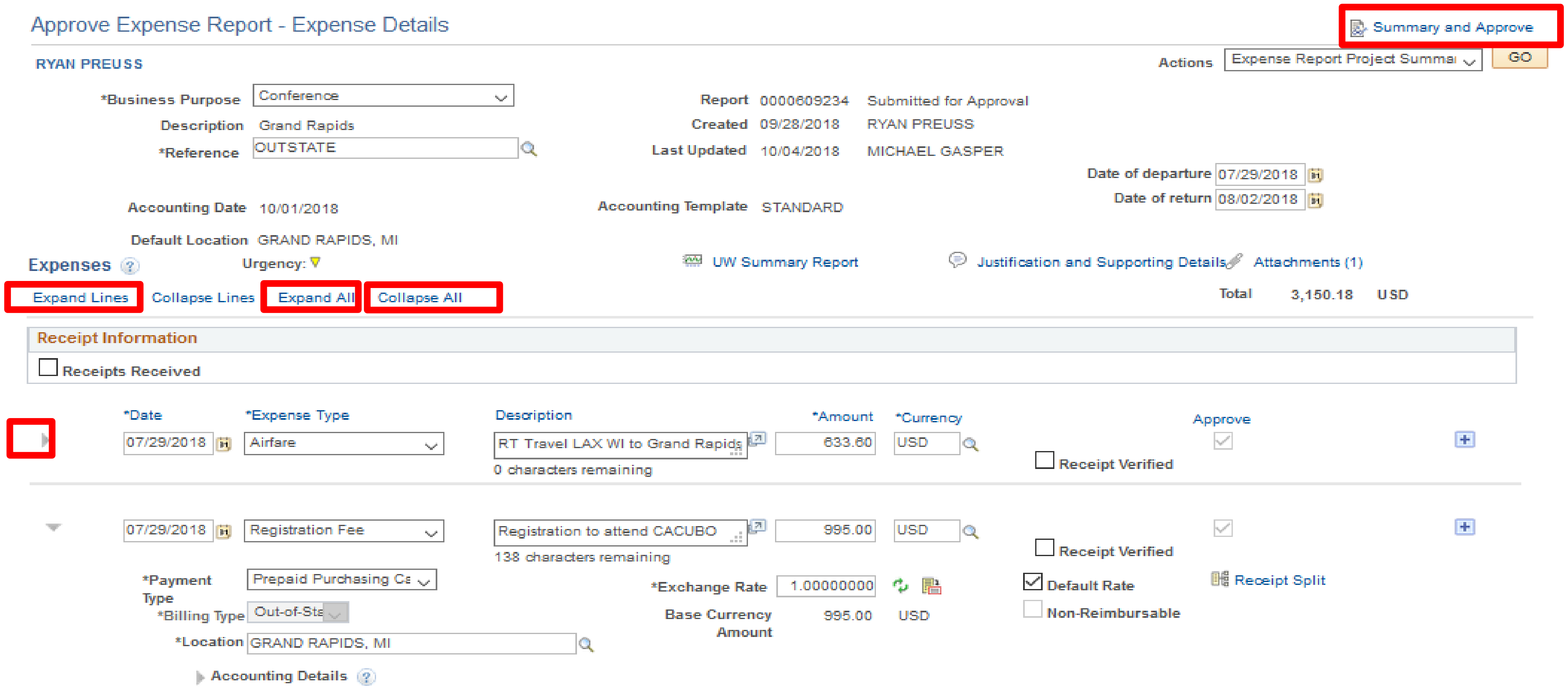
UW Summary Report - provides a summary of accounting for expenses

Justification and Supporting Details – information entered by submitter regarding the request for reimbursement. This will also have any comments from approvers or auditors any workflow reassignment information

Attachments – information provided as supporting documentation for the report. Approvers can now add attachments instead of returning the expense report to the traveler to add an item.

Expense Approver – Expense Details Page

In the Expense Summary Page, click on “Expense Details” That will bring to the Expense Details Page shown below.



Clicking on the arrow will provide a a detail view of the expense line.

Clicking on “Expand Lines” will provide a detail view for all expense lines in the report.

Clicking on “Expand All” will provide a detail view with the Accounting Details for all expense lines in the report.

Clicking on “Collapse All” will bring the report back to the summary view for the expense line.

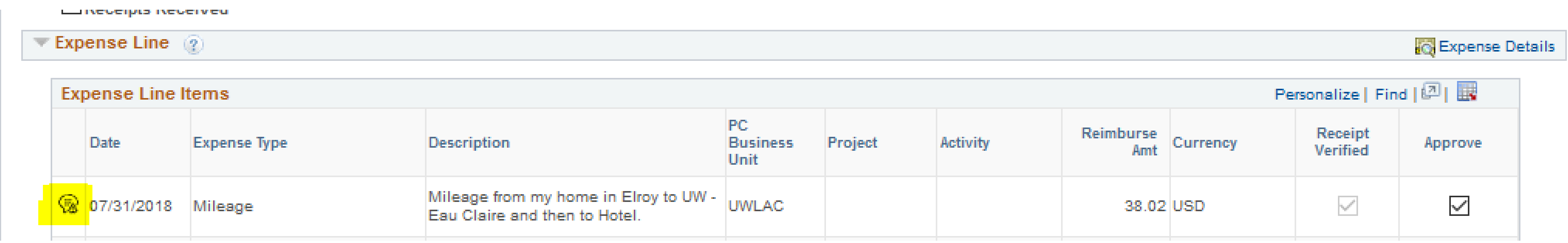
Clicking on “Summary and Approve will bring you back to the Expense Summary screen

Expense Approver – Alert Bubbles

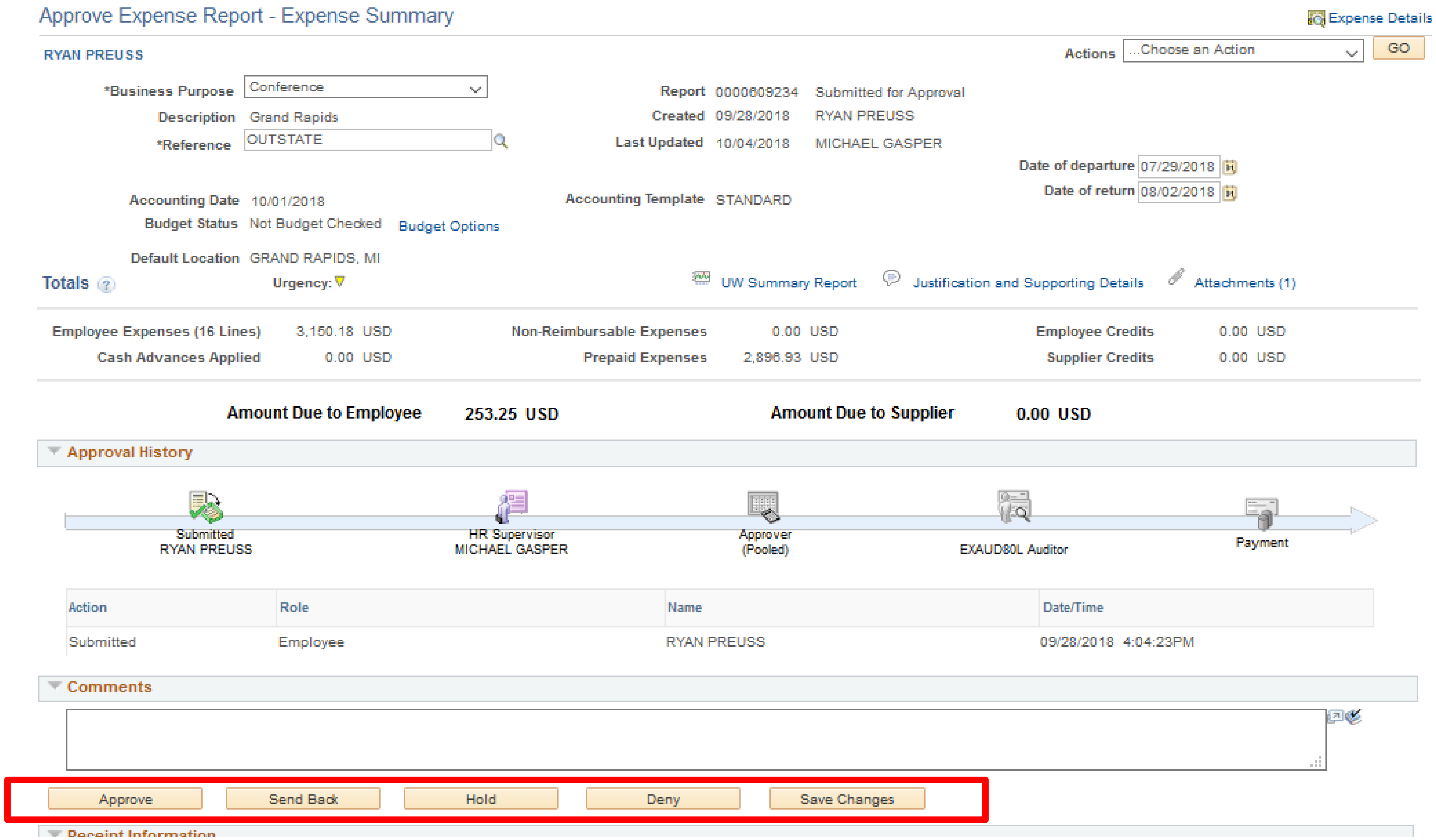
Approvers should review alert bubbles located at the beginning of the expense lines.

The alerts are intended to inform Approvers/Auditors of the following situations that may require further investigation:

√ The claimant entered meals and/or lodging expenses that exceed the allowable maximum.
√ The claimant entered one or more duplicate expenses.
√ The funding on the expense line is different from the default.



Expense Approver – Actions



Approve – will send the report forward in the workflow process.

Send Back – will send the report back to the submitter. Please note that you must enter a information in the Comments box.

Hold – will hold the report in the approvers queue until following up for processing.

Deny – will delete the report and not allow further action. Please note that you must enter a information in the Comments box.

Save Changes – If you have made any changes to the report, you would click to save the changes.

Resource Links

[UW TravelWIse]

[Business Services Expense Reimbursement Procedures]

Questions?