

Bank Account Setup



Note: You must enter your bank account information in the Financial Management before entering your first expense report. This is a one-time setup required for reimbursement.

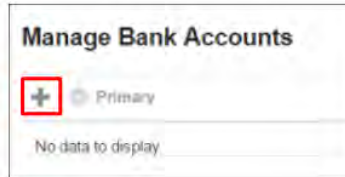
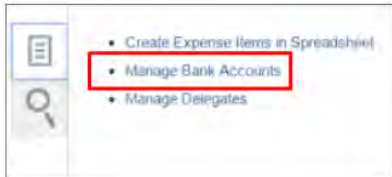
Bank information is completely secure and not visible to other users of the system.

The screenshot shows a software dashboard with a dark blue background. On the left, there is a sidebar with a search bar, a notification section showing '1 Conversations', '0 Following', and '0 Followers', and two menu items: 'Employee News' and 'My Flags'. The main area contains a grid of icons for various functions: MDF, Contract Management, Product Management, Projects, Awards, General Accounting, Budgetary Control, Asset Inquiry, Financial Reporting Center, About Me, Procurement, Social, Time, Web Clock, Expenses, Getting Started, My Dashboard, Marketplace, and Setup and Maintenance. A white callout box with a red border points to the 'Expenses' icon, containing the text 'Click the Expenses icon.'

Bank Account Setup (continued)

To enter bank account information:

- Navigate to the Travel and Expenses portal.
- Click the “Manage Bank Accounts” link from the Task menu.
- Click the + button to enter a new bank account.
- Enter the required fields and click the **Save and Close** button.



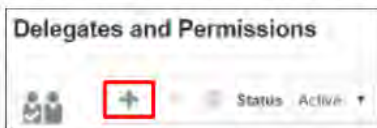
Delegates

If there are individuals who routinely enter expense reports on your behalf, you must setup these individuals as Delegates within the system. To add a delegate:

- Navigate to the Travel and Expenses portal.
- Click the “Manage Delegates” link from the Task menu.



- Click the + button to enter a new delegate.



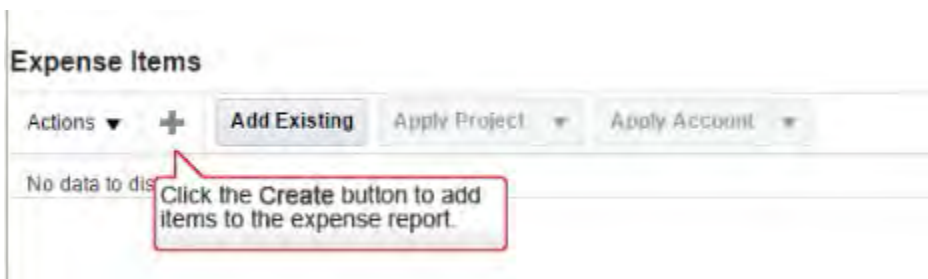
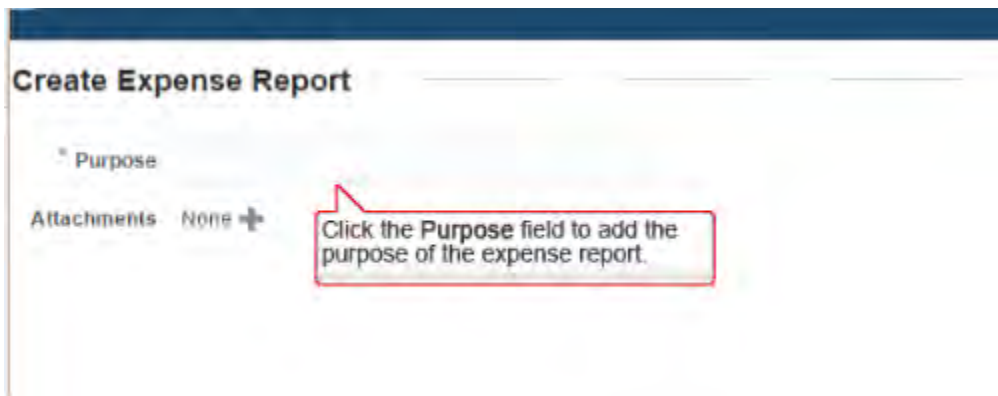
- Enter the name of the Delegate and then click the **Save and Close** button.



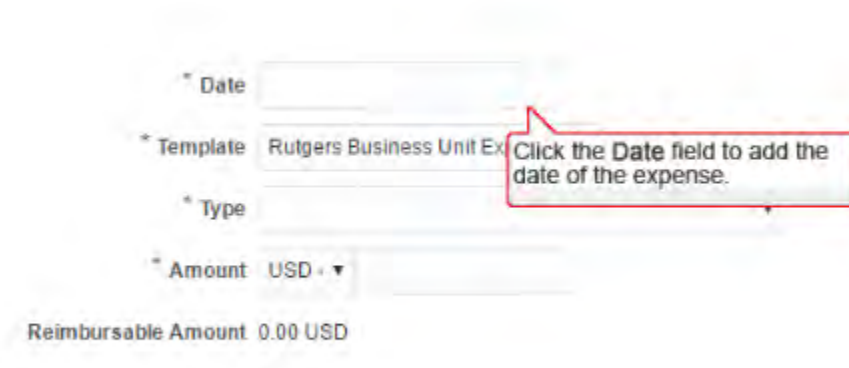
After entering your bank information, you are ready to begin entering expense reports.



Please be as specific as possible when completing the Purpose field (Example: Conference attended, presented research if applicable, etc..)



Enter the date in which the expense was incurred, not the date you are completing the expense report.



* Date

* Template Rutgers Business Unit Expense

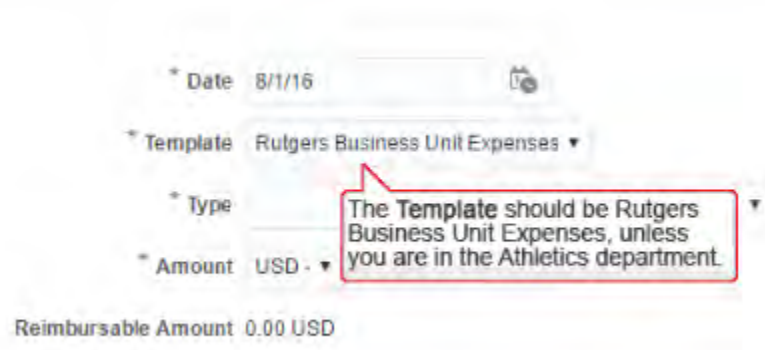
* Type

* Amount USD -

Reimbursable Amount 0.00 USD

Click the Date field to add the date of the expense.

Template is always Rutgers Business Unit Expense, Type is a drop down Menu



* Date 8/1/16

* Template Rutgers Business Unit Expenses

* Type

* Amount USD -

Reimbursable Amount 0.00 USD

The Template should be Rutgers Business Unit Expenses, unless you are in the Athletics department.

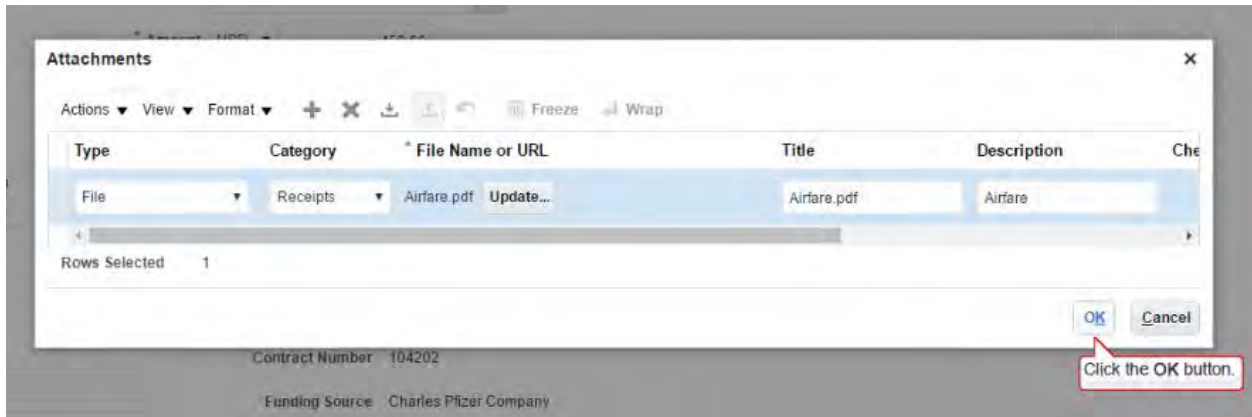
Although the Details Description field does not have an asterisk* this must be completed. Please be as specific as possible, for example if you are requesting reimbursement for a meal, please list all attendees. Also, if this reimbursement request is greater than 60 days from the date the expense was incurred you must add an additional justification explaining why you are submitting after 60 days (this has always been Rutgers Policy).

The Account and Project information will be provided to you by the business office – prior to creating the report, please contact your Business Specialist/Manager and they will provide this to you.

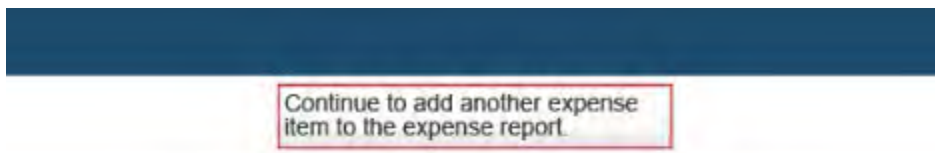
The screenshot shows a web form for entering expense details. On the left, under the 'Details' section, there is a 'Description' field. A red box highlights this field with the text 'Click the Description field.' Below it are fields for 'Name', 'Flight Type', 'Flight Class', 'Ticket Number', 'Departure City', and 'Arrival City'. On the right side of the form, there are fields for 'Account' (with value 760.6085.5070.2262.500.3180.56030), 'Project Number', 'Task Number', 'Expenditure Organization', 'Contract Number', 'Funding Source', and 'RU Initiative'. Below the form, there is a currency dropdown set to 'SD' and a value of '0.00 USD'. A red box highlights a note: 'If this expense was incurred for a project, enter project information for the expense item. Note that project-related expenses must be approved by the Project Manager before they are routed to the Finance Manager for final approval. In this example, the expense was incurred for a project.' At the bottom, the 'Account' field is repeated with the same value. A red box highlights the 'Attachments None +' link with the text 'Click on the + sign to add attachments.'

Please make sure all receipts are attached (top right hand corner of screen) and complete the description field of the attached receipt

This close-up shows the 'Attachments None +' link. A red box highlights the '+' sign with the text 'Click on the + sign to add attachments.'



Then click save and create expense item – if you have additional expenses to submit.



* Date 8/1/16

* Template Rutgers Business Unit Expenses ▼

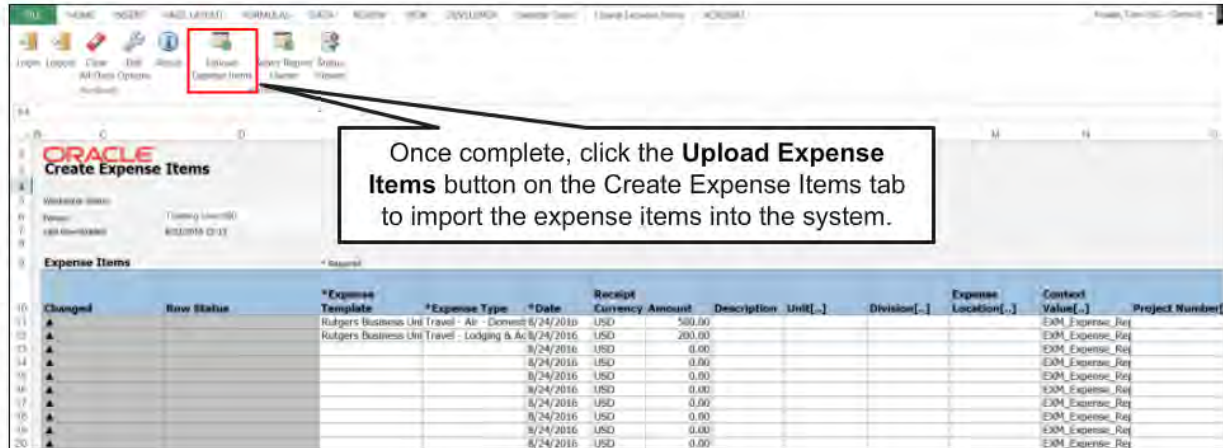
* Type ▼

* Amount USD - ▼

Reimbursable Amount 0.00 USD

Enter Expenses via Spreadsheet

You can also enter expense items in an Excel spreadsheet template and then import expense items into the system. The copy/paste feature in Excel may save you time when entering expense reports with many items. However, keep in mind that you cannot add attachments to expense items in the spreadsheet, and will need to attach receipts to expenses after they have been imported.



Once complete, click the **Upload Expense Items** button on the Create Expense Items tab to import the expense items into the system.

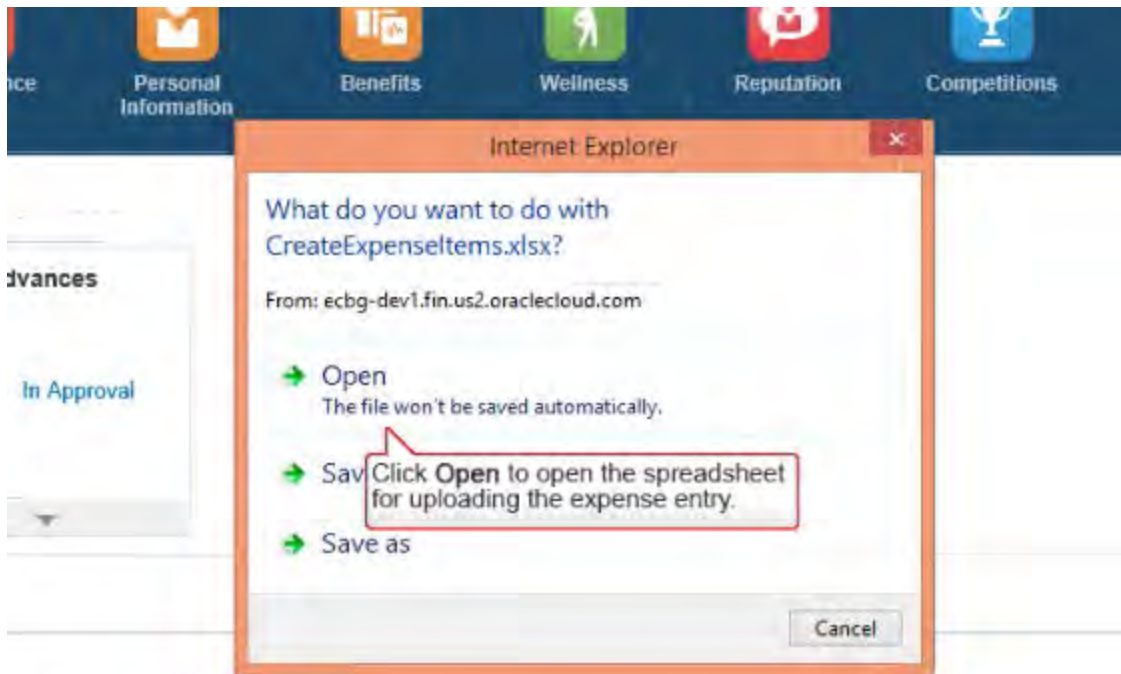
Expense Template	*Expense Type	*Date	Receipt Currency	Amount	Description	Unit[...]	Division[...]	Expense Location[...]	Context Value[...]	Project Number[...]
Rutgers Business Unit Travel - Air	Domestic	8/24/2016	USD	500.00					EXM_Expense_Req	
Rutgers Business Unit Travel - Lodging & A/c		8/24/2016	USD	200.00					EXM_Expense_Req	
		8/24/2016	USD	0.00					EXM_Expense_Req	
		8/24/2016	USD	0.00					EXM_Expense_Req	
		8/24/2016	USD	0.00					EXM_Expense_Req	
		8/24/2016	USD	0.00					EXM_Expense_Req	
		8/24/2016	USD	0.00					EXM_Expense_Req	
		8/24/2016	USD	0.00					EXM_Expense_Req	
		8/24/2016	USD	0.00					EXM_Expense_Req	



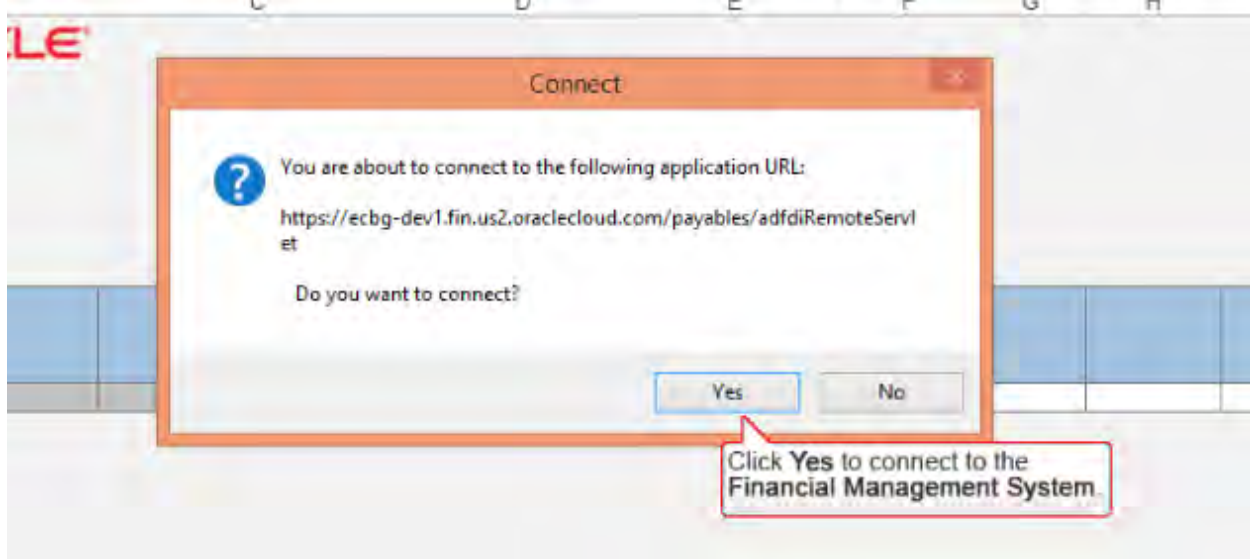
Click the **Tasks** icon

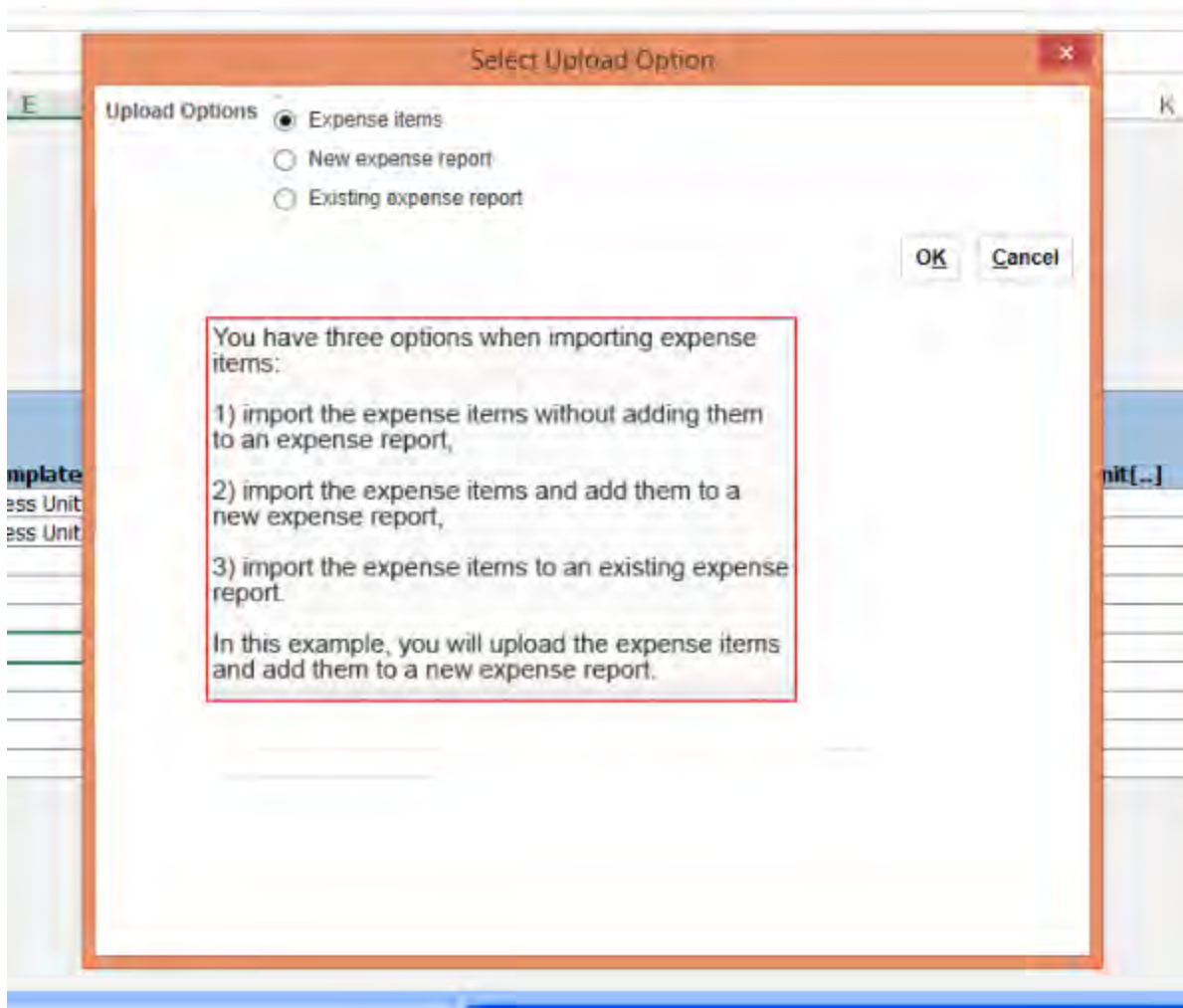
- **Create Expense Items in Spreadsheet**
- **Manage Bank Accounts**

Click the **Create Expense Items in Spreadsheet** link

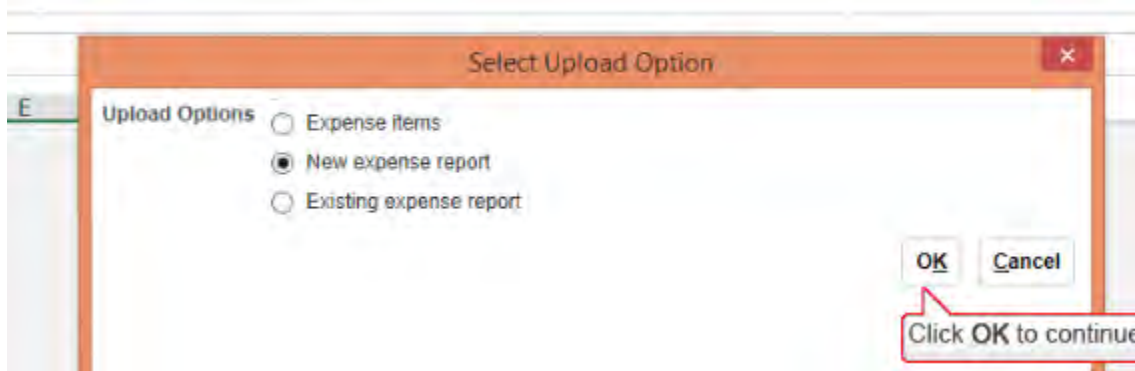


Detroit (Uploaded from iPhone)





Choose new Expense Report:



ORACLE
Create Expense Items

Worksheet Status
Person Training User100
Last Downloaded 31-08-16 12:54

Expense Items *Required

Changed	Row Status	*Expense Template	*Expense Type	*Date	Receipt Currency	Amount	Description	Unit[...]	Divis
	Row inserted successfully	Rutgers Business Unit Expenses	Office Supplies - Copying Costs	31-08-16	USD	30.00	Copies for training		
	Row inserted successfully	Rutgers Business Unit Expenses	Office Supplies - Copying Costs	31-08-16	USD	25.00	Binding		
				31-08-16	USD	0.00			
				31-08-16	USD	0.00			
				31-08-16	USD	0.00			
				31-08-16	USD	0.00			
				31-08-16	USD	0.00			
				31-08-16	USD	0.00			
				31-08-16	USD	0.00			
				31-08-16	USD	0.00			

The Row Status is changed to Row inserted successfully, which means the expense items have been uploaded successfully.

Travel and Expenses

Expense Items

4 Cash

Expense Reports

4 In Progress

4 In Approval

Cash Advances

1 In Approval

Actions +

RBU0063712363

Saved

RBU0063712356

Saved

RBU

Saved

Click the expense report to view details.

RBU0015565392

Saved

2 items

2 items

1 item

At this time is where you must enter the Purpose for each item and attach the receipt.

Expense Report: RBU0063712356

Note that the two expense items created in the spreadsheet have been uploaded into the system and added to a new expense report. Next, continue to add a purpose to the expense report and add attachments to the expense items.

Report Total: 55.00 USD

Expense Items	Date	Attachments
Office Supplies - Copying Cos ... Binding	8/31/16	None
Office Supplies - Copying Cos ... Copies for training	8/31/16	None

Enter Expense Reports on Behalf of Someone Else

If you have been designated as a delegate, you can enter expense reports on behalf of someone else. Simply select the person for whom you are creating an expense report from the Travel and Expense portal and then enter the expense report on his/her behalf.

A list of employees for whom you can enter expense reports appears at the top of the Travel and Expenses portal.

Expense Item	Expense Report	Amount
Travel - Transportation - Per ...	02/16/16	0.00 USD
Other Supplies - General	02/16/16	99.00 USD
Dining - Food & Concessions	02/16/16	27.00 USD
Occasional Meals	02/16/16	395.00 USD
Athletics Home Games - Travel	02/16/16	99.00 USD