THE UNIVERSITY OF RHODE ISLAND

e-Campus Financials

Creating a Non-Travel Expense Reimbursement Report on the e-Campus Financial Management System

URI Office of the Controller

March 8, 2021

IMPORTANT:

*Prior to creating an electronic expense reimbursement report, be sure you have gathered the required information, including the correct chartfield string (funding source) to be used, and the expense backup documentation (e.g., store receipt, online order confirmation, paid invoice). Backup documentation must satisfy University requirements. If you're unsure if you have the appropriate documentation, or if you have general questions, please contact Grace Wyld **before** submitting your expense reimbursement report.*

Table of Contents

1. Accessing the PeopleSoft Expense Module on e-Campus Financials

a. First-Time Users – Registration and Setup

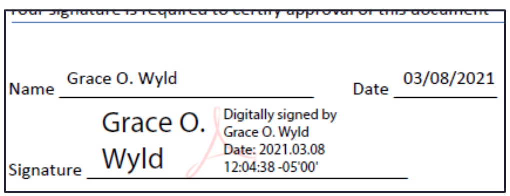
Registration:

1. Download the *PS Financials Request for Security Access* form on the Controller's Office website
2. Enter the *User Information* of the person to be reimbursed
3. Under "Travel and Expense Module," select "T&E User"

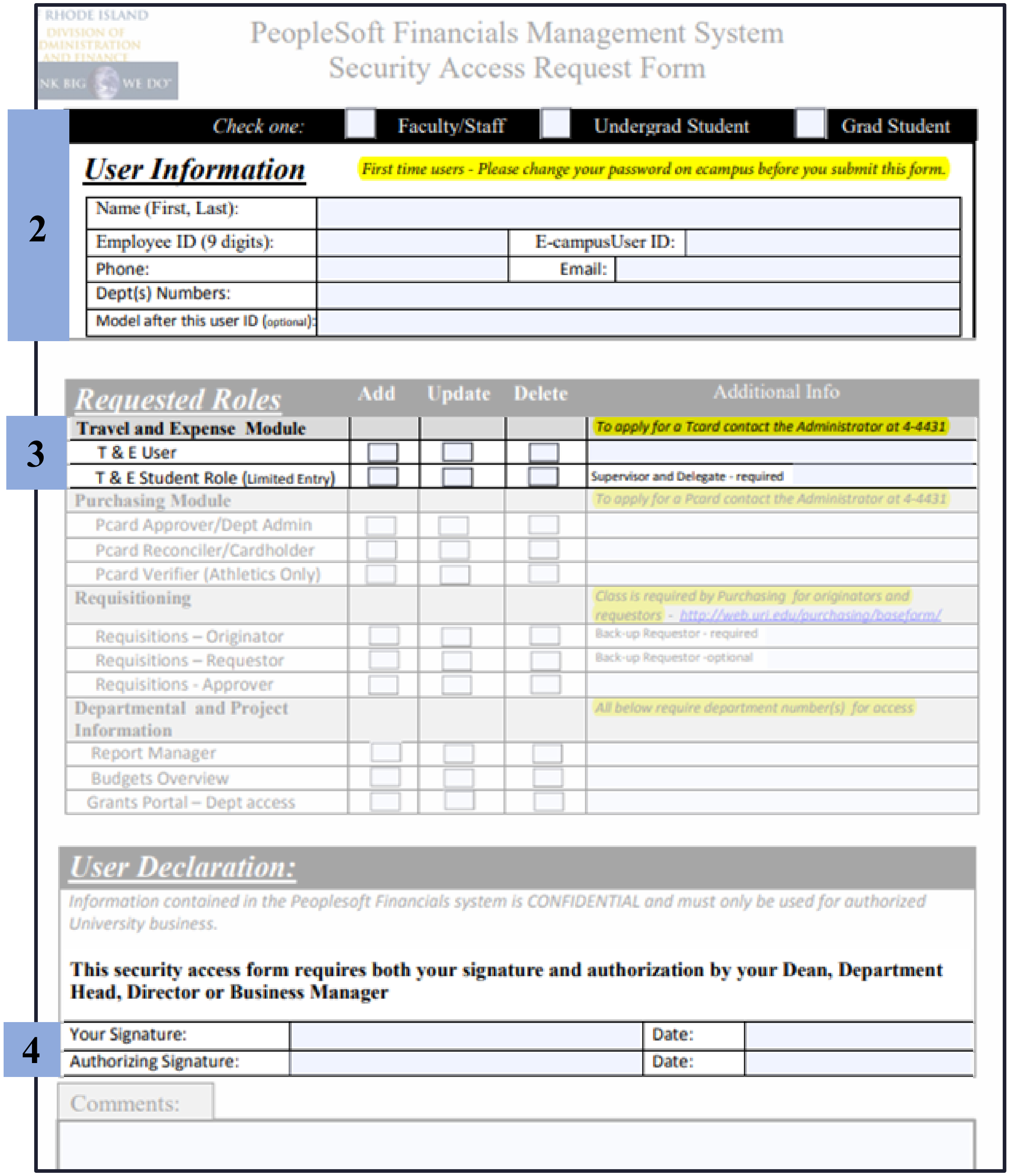
   **Student users must provide a supervisor and delegate on the form. The supervisor should be the student's professor, and the delegate should be an administrative person from within the department*

4. Obtain the proper signatures and email the completed form to: financials_e-campus@etal.uri.edu

   **Signatures must be handwritten, or a certificate-based digital ID in Adobe (pictured below)



5. Once approved, follow the steps on the next page to log into PeopleSoft on e-Campus Financials



RHODE ISLAND DIVISION OF ADMINISTRATION AND FINANCE

PeopleSoft Financials Management System
Security Access Request Form

Check one: Faculty/Staff / Undergrad Student / Grad Student

2

User Information — First time users - Please change your password on ecampus before you submit this form.

Name (First, Last):			
Employee ID (9 digits):		E-campusUser ID:	
Phone:		Email:	
Dept(s) Numbers:			
Model after this user ID (optional):			

3

Requested Roles	Add	Update	Delete	Additional Info
Travel and Expense Module				To apply for a Tcard contact the Administrator at 4-4431
T & E User				
T & E Student Role (Limited Entry)				Supervisor and Delegate - required
Purchasing Module				To apply for a Pcard contact the Administrator at 4-4431
Pcard Approver/Dept Admin				
Pcard Reconciler/Cardholder				
Pcard Verifier (Athletics Only)				
Requisitioning				Class is required by Purchasing for originators and requestors - http://web.uri.edu/purchasing/baseform/
Requisitions – Originator				Back-up Requestor - required
Requisitions – Requestor				Back-up Requestor -optional
Requisitions - Approver				
Departmental and Project Information				All below require department number(s) for access
Report Manager				
Budgets Overview				
Grants Portal – Dept access				

User Declaration:

Information contained in the Peoplesoft Financials system is CONFIDENTIAL and must only be used for authorized University business.

This security access form requires both your signature and authorization by your Dean, Department Head, Director or Business Manager

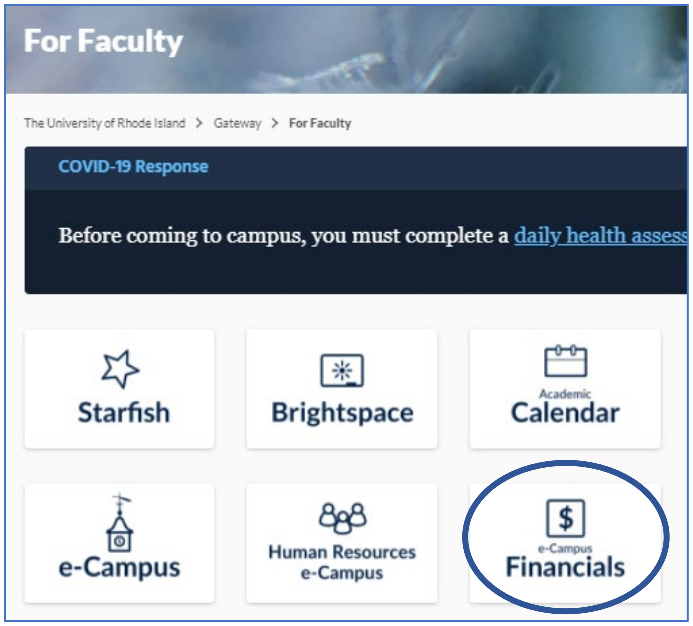
4

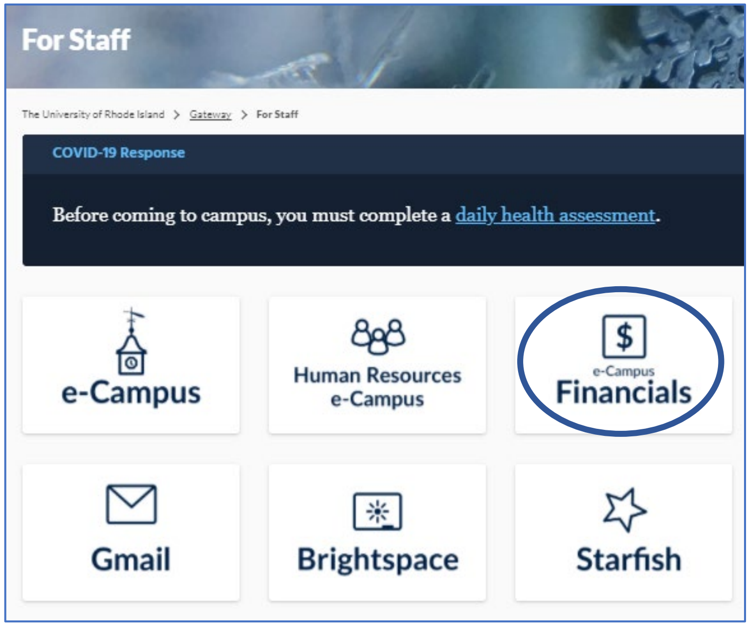
Your Signature:		Date:	
Authorizing Signature:		Date:	

Comments:

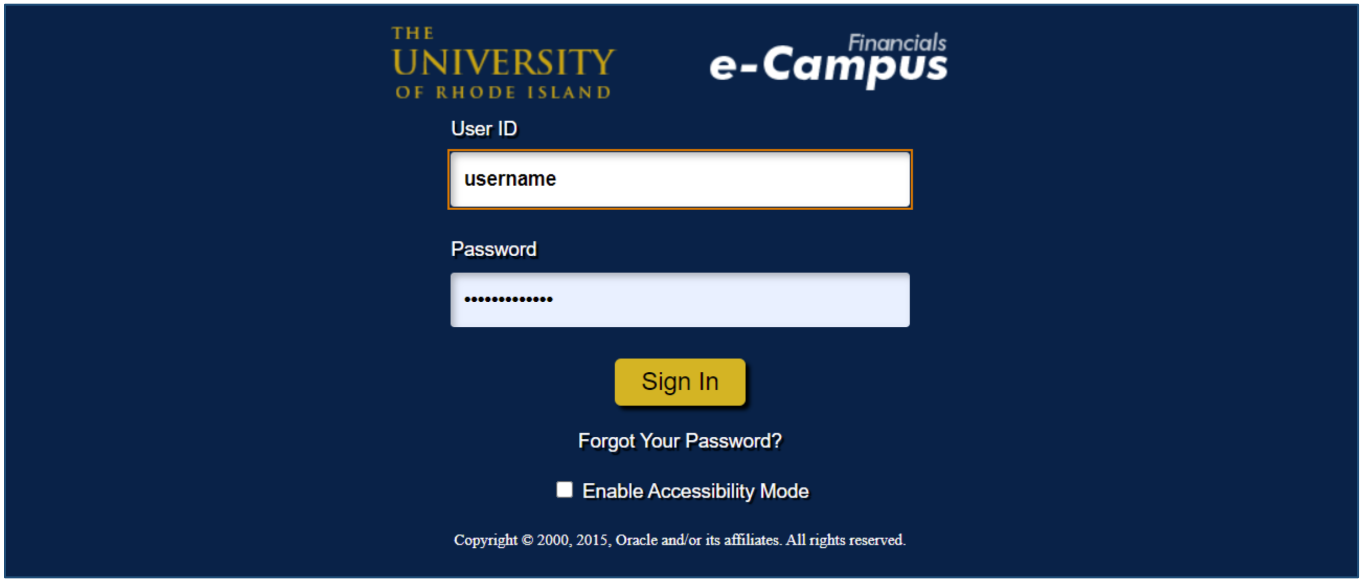
b. Existing Users - Logging into PeopleSoft on e-Campus Financials

1. Navigate to the Faculty or Staff gateway page and click on e-Campus Financials





2. Enter your e-Campus username and password and click *Sign In*

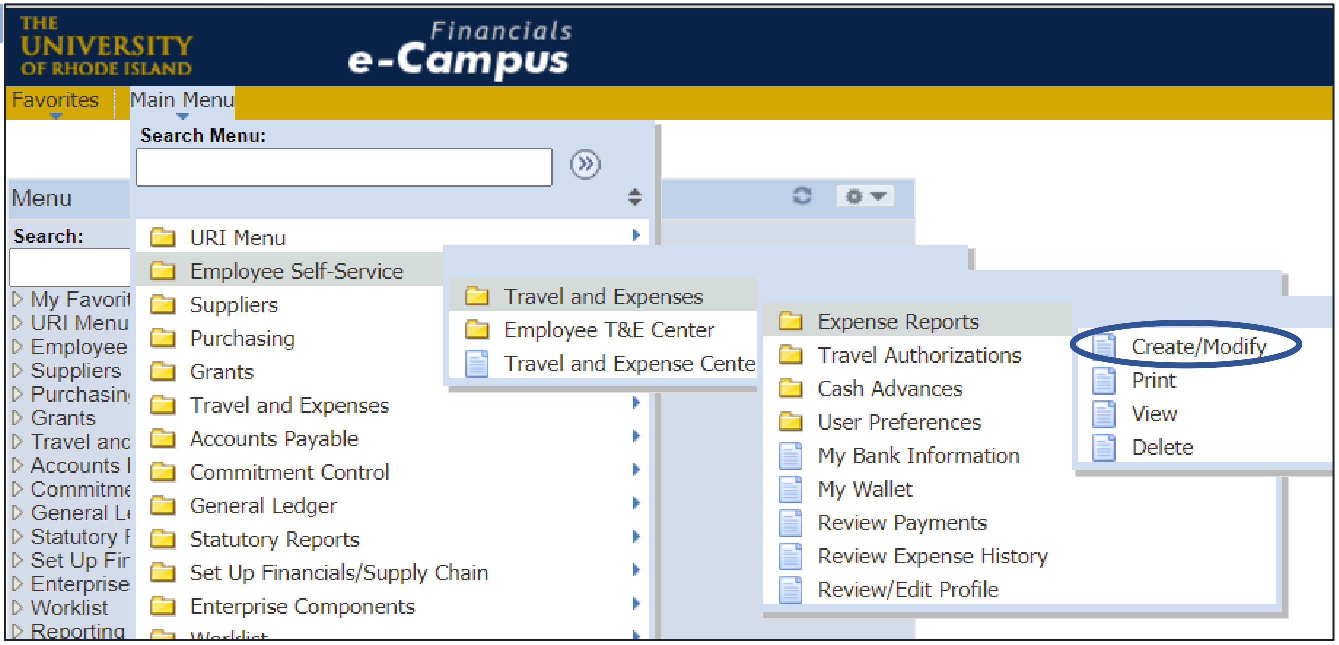


2. Creating a New Non-Travel Expense Reimbursement Report

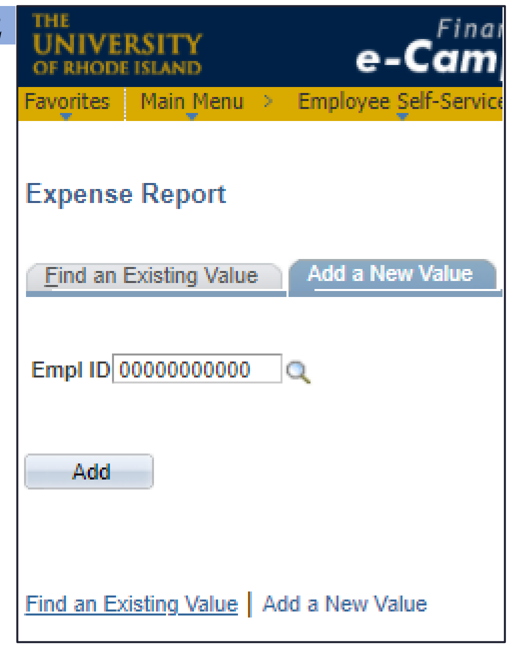
a. Navigating within PeopleSoft

1. From the main menu, go to: *Employee Self-Service* → *Travel and Expenses* → *Expense Reports* → *Create/Modify*
2. Under *Add a New Value*, enter the Employee ID number of the person who will be reimbursed, and click *Add*

1



2



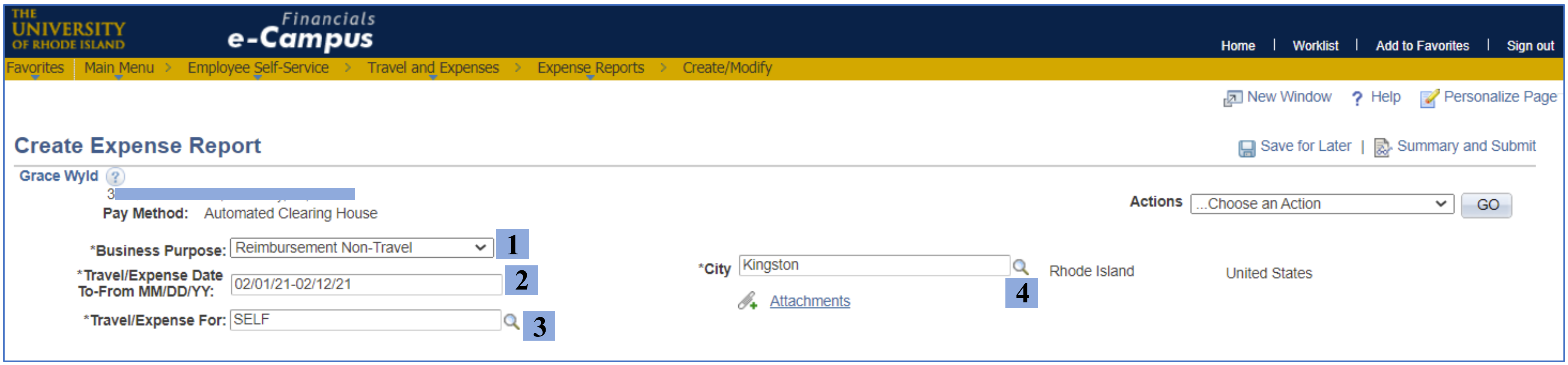
b. Expense reimbursement report header

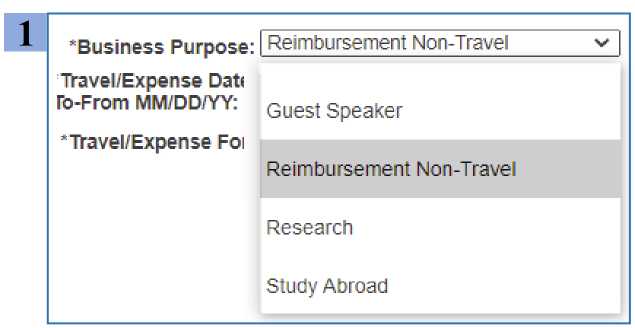
1. Select "Reimbursement Non-Travel" from the *Business Purpose* drop-down menu

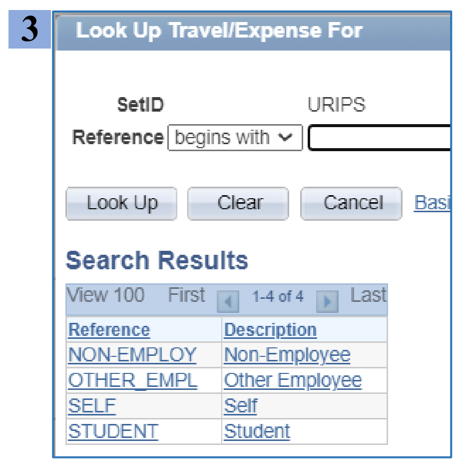
2. Enter the expense date(s)

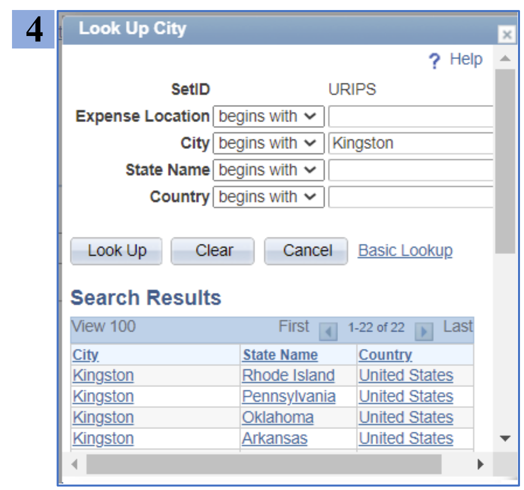
3. Select "Travel/Expense For" by clicking the magnifying glass
*Note: the *Travel/Expense For* box will always be "Self" for non-travel expense reimbursement reports, as the report will be in the name of the individual who made the purchase

4. Enter the "City" by clicking the magnifying glass, searching for the city, and selecting the correct *City, State* combination



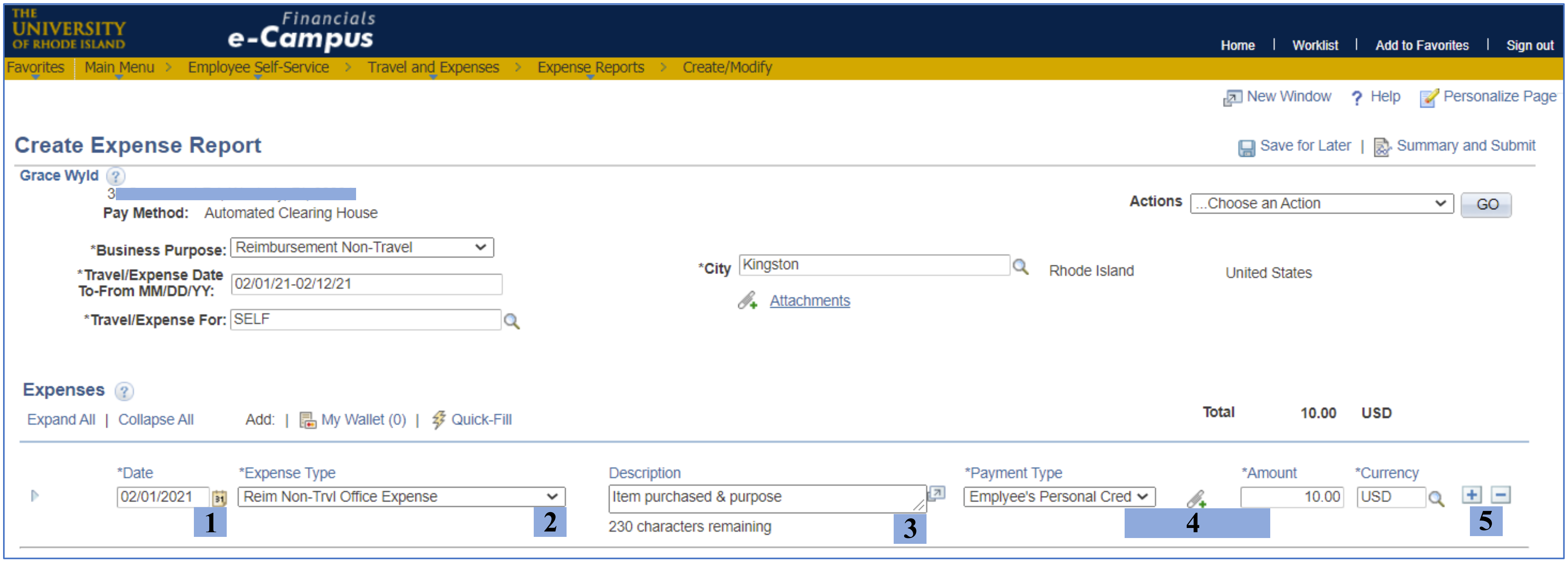


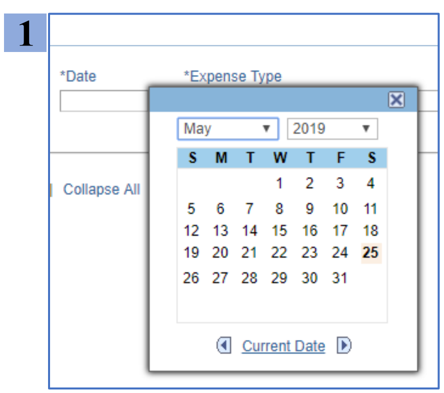


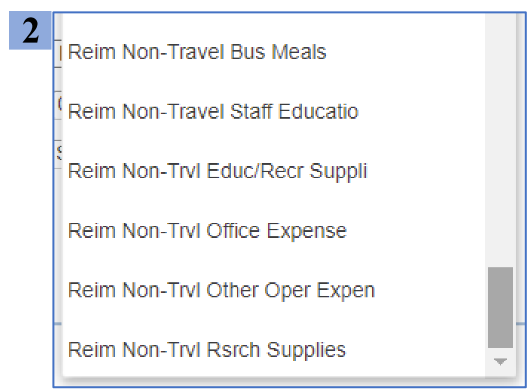


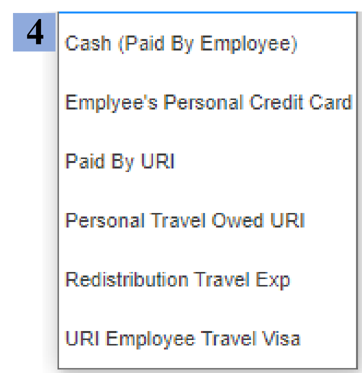
c. Entering Expense Lines

1. Select the expense date using the calendar icon
2. Choose the correct "REIMB NON-TRVL" expense type
3. Enter the item purchased and purpose in the "Description" field
4. Select "Payment Type" and enter the transaction amount
   ***For reimbursements, choose only "Cash (Paid by Employee)" or "Employee's Personal Credit Card"*
5. To add or delete an expense line, click the + or – icons on the right









d. Adding the accounting details

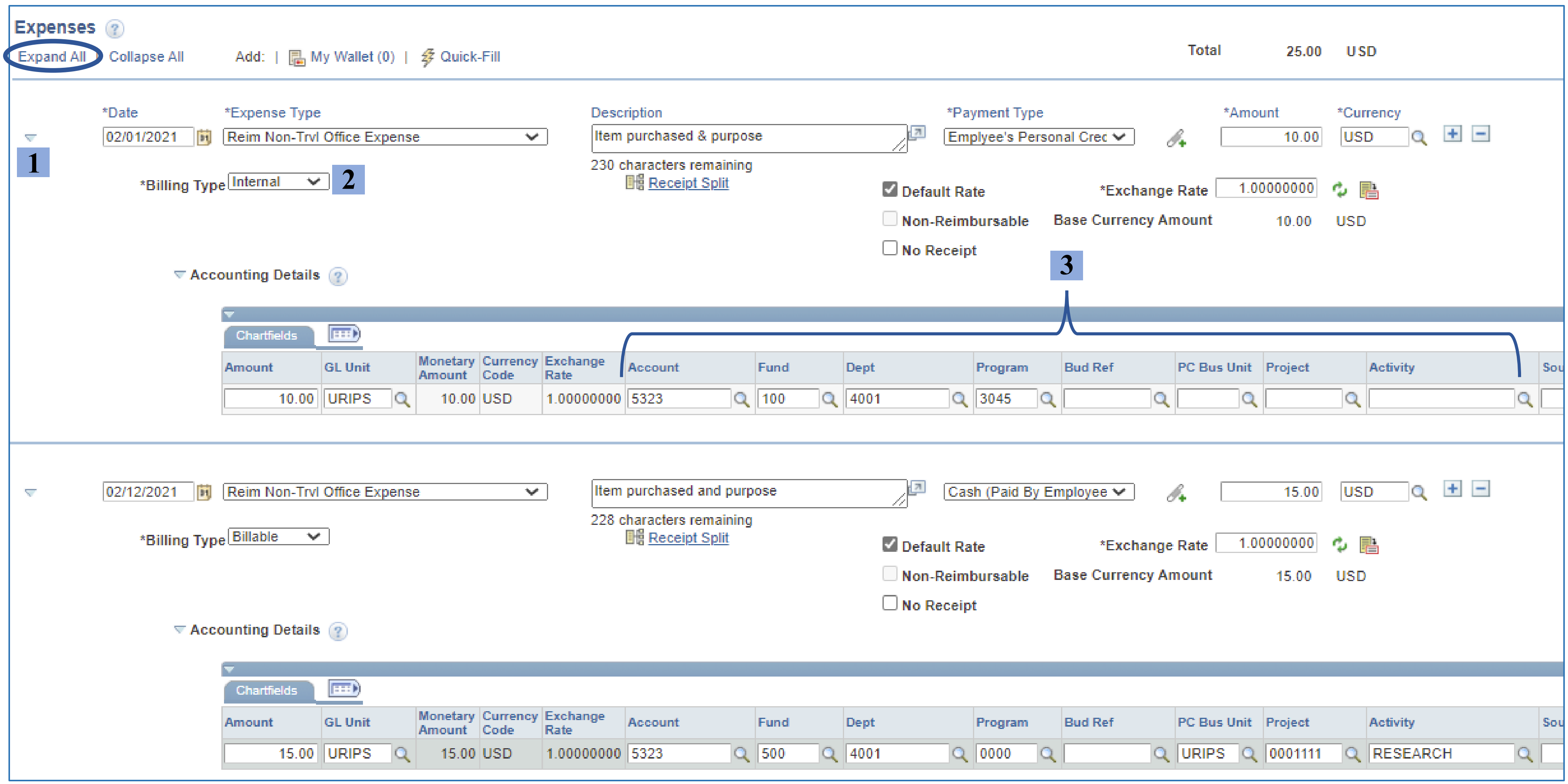
1. Click the arrow next to the expense line to open the Accounting Details fields. (Alternatively, the *Expand All* option opens details for all expenses)

2. *Billing Type* will be "Internal" for all funds **except fund 500**. For fund 500 chartfield strings, select "Billable"

3. Enter the chartfield string that will be used to fund each reimbursed expense – see note on chartfield strings on the right →

Chartfield String Notes

- The *Account* field auto-populates based on the *Expense Type*
- For chartfield strings that **do not** have a specific project #, enter only the *Fund–Dept–Program* fields
- Chartfield strings that **do have** a project # require a *PC Bus Unit* and *Activity*. *PC Bus Unit* is always "URIPS," and *Activity* is always "Research"



e. Attaching the required expense backup documentation

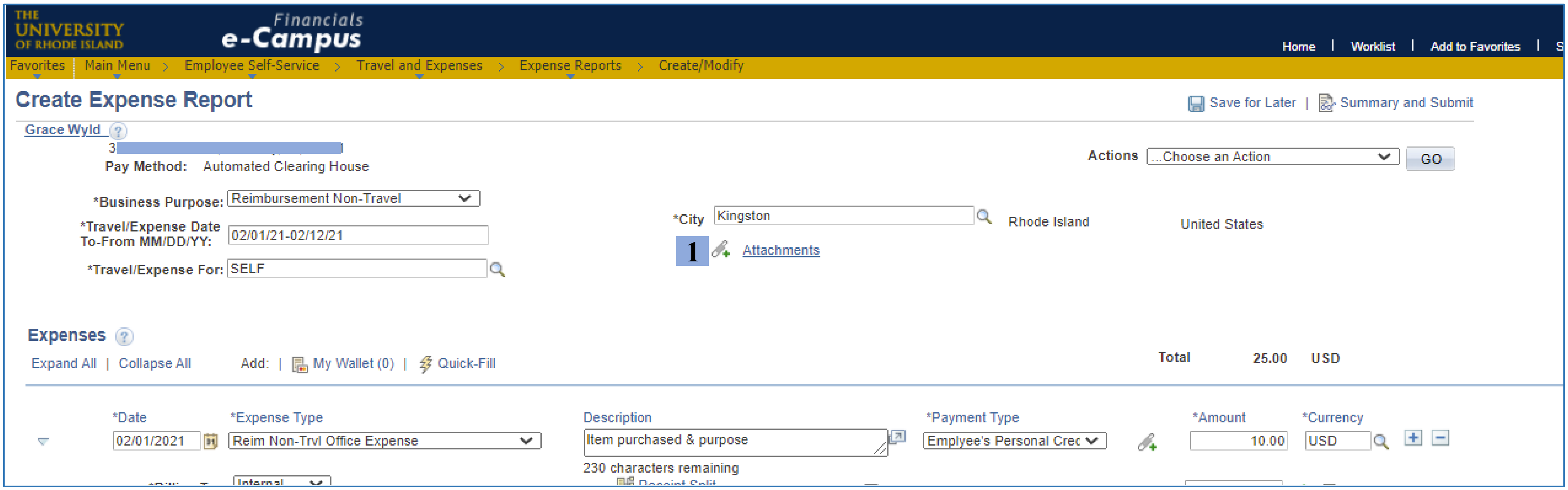
****Please note:* *Each expense requires backup documentation to be uploaded and attached to the report, such as store receipts or a* ***paid*** *invoice/order slip. Documentation* ***must*** *show the* ***name*** *on the expense report as the individual who made the purchase.****

1. Click the *Attachments* link in the report header to open the attachment manager

2. Click *Add Attachment* and choose the correct file from your computer

3. Repeat Step 2 until all necessary attachments are uploaded
*It's easiest to consolidate all documentation into one PDF to minimize the number of attachments

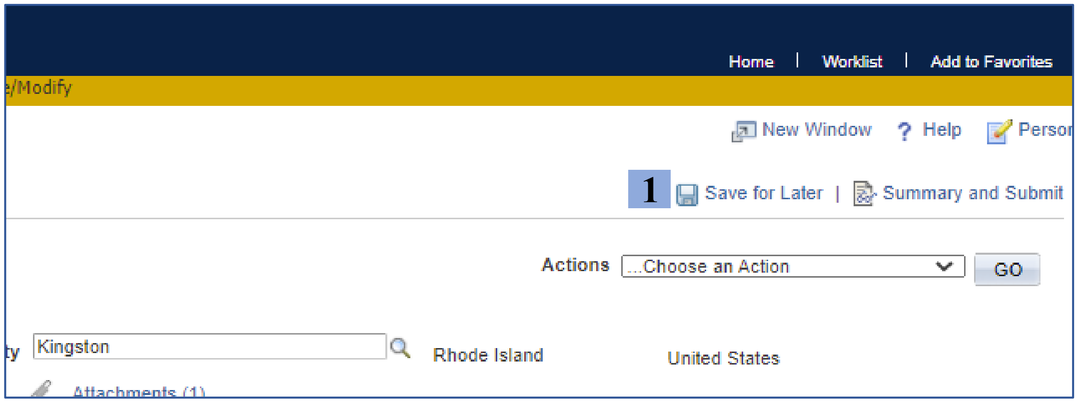
4. Click *Ok* to return to the expense reimbursement report



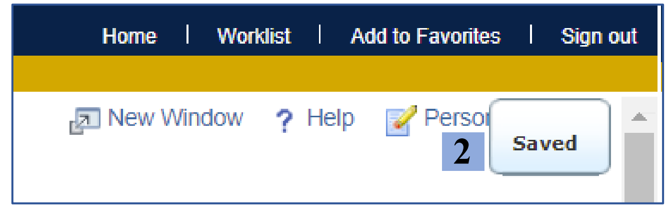
3. Saving, Modifying, and Submitting the Non-Travel Expense Reimbursement Report

a. Saving expense reimbursement reports

1. Click *Save for Later* at the top right, above the expense report header



2. Look for the *Save* confirmation in the top right corner

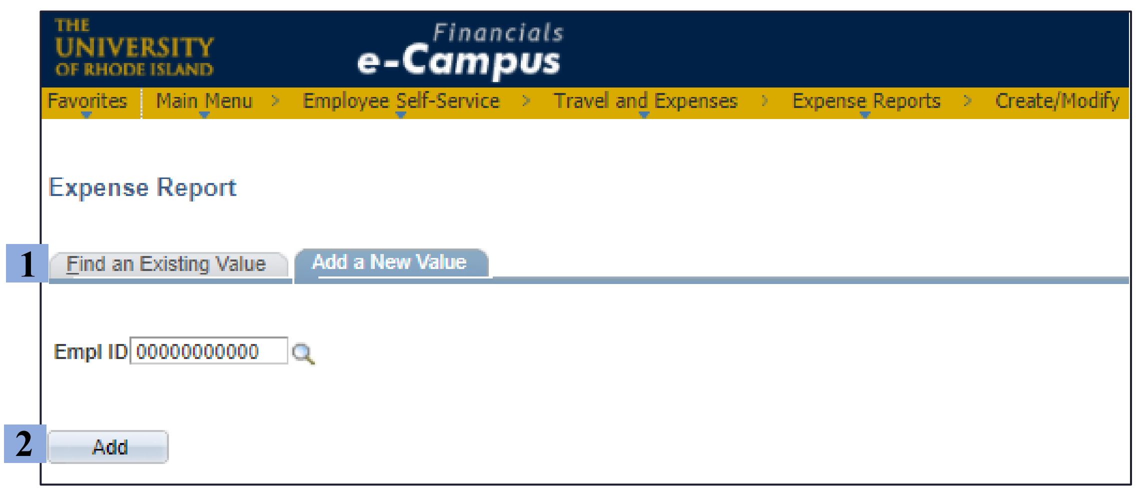


3. Saving generates a Report ID, shown above *City/State*

b. Modifying saved expense reimbursement reports

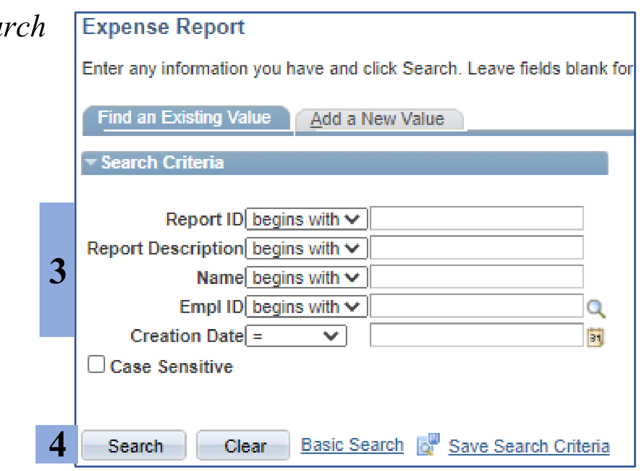
1. Follow the steps on Page 7 to navigate to the *Create/Modify* option

2. Click on *Find an Existing Value*



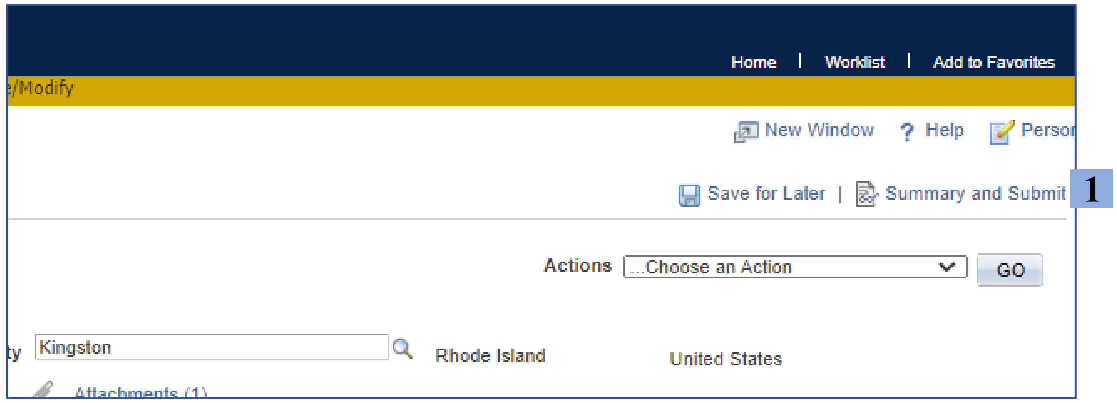
3. Enter the *Report ID*, *Name (*First,Last – no space), or *Empl ID*
*Searching by *Name* or *Empl ID* will show all the user's existing reports

4. Click *Search*



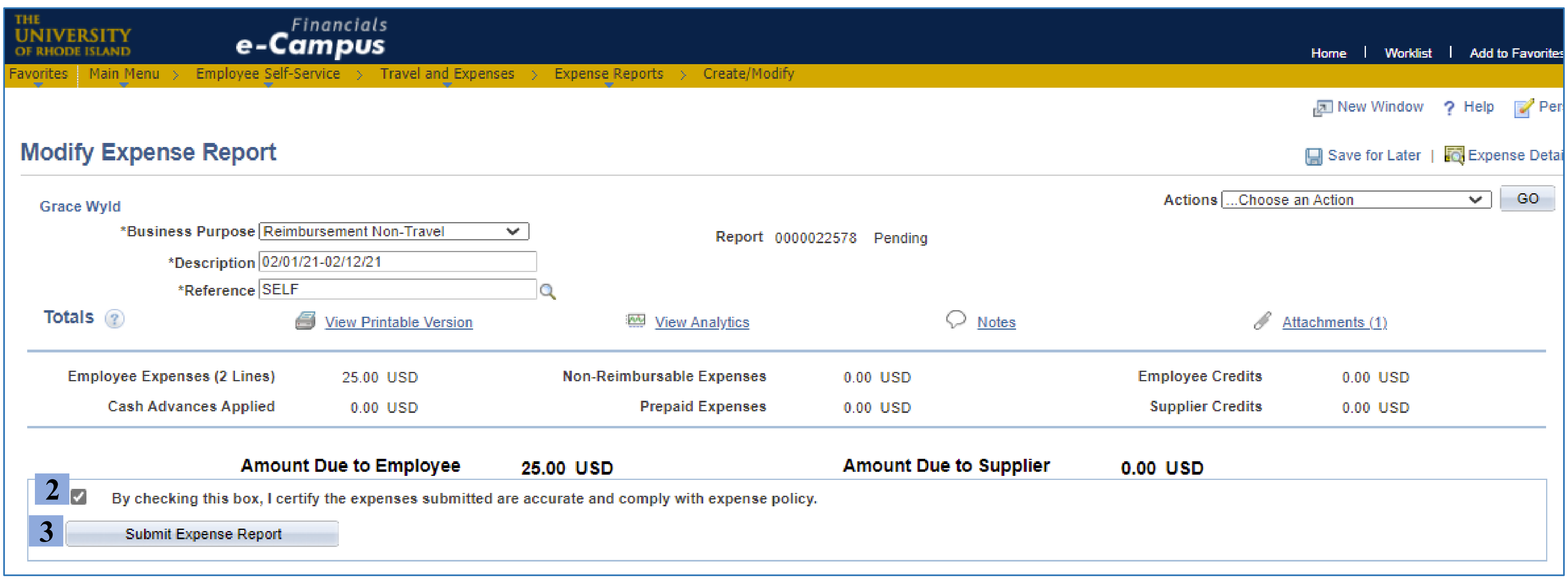
c. Submitting expense reimbursement reports

1. Click *Summary and Submit* in the top right corner

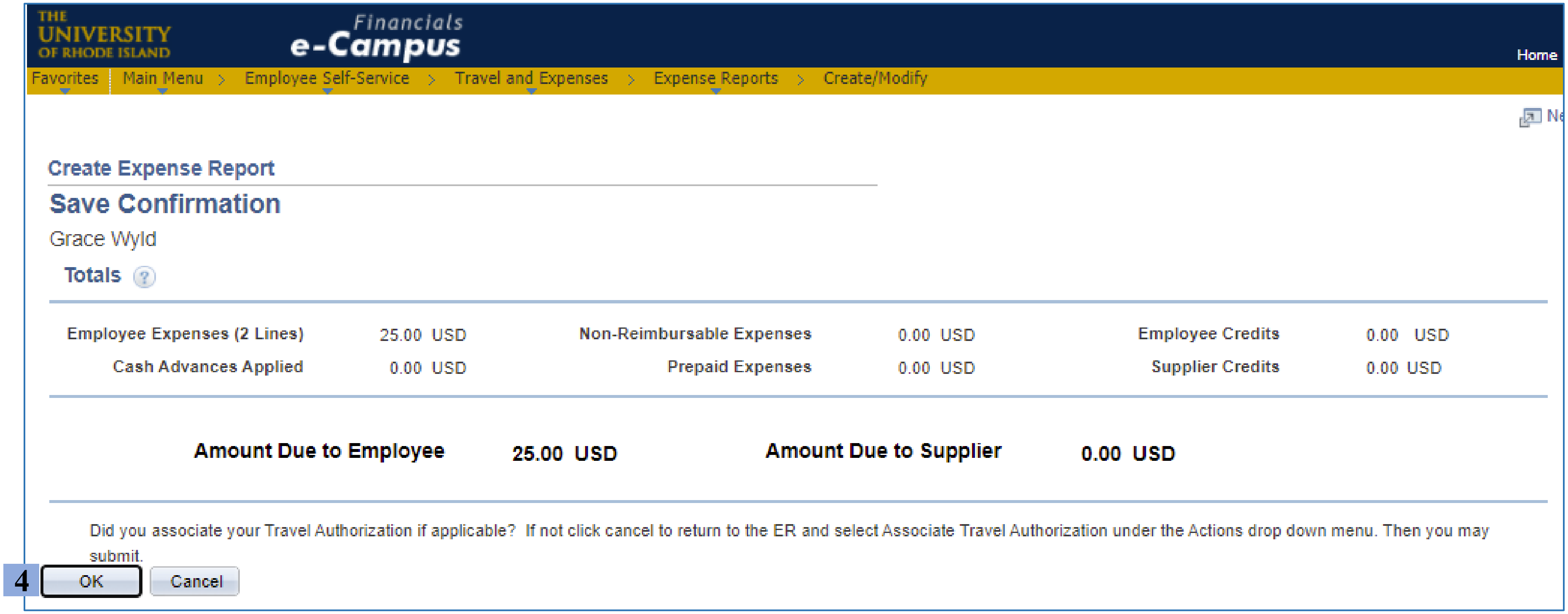


2. On the submission page, check the box certifying the report details

3. Click *Submit Expense Report*



4. On the *Save Confirmation* page, click *Ok*



5. Submission is complete once you see the confirmation message in red text