

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

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*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.*

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

## a. First-Time Users – Registration and Setup

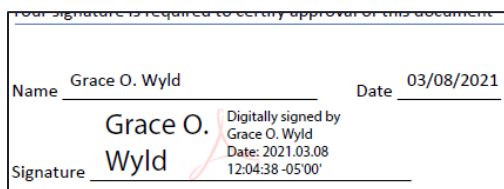
### Registration:

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](mailto: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

NIK BIG WE DO!

## PeopleSoft Financials Management System Security Access Request Form

Check one:  Faculty/Staff  Undergrad Student  Grad Student

**User Information** First time users - Please change your password on campus 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):			

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

**User Declaration:**

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

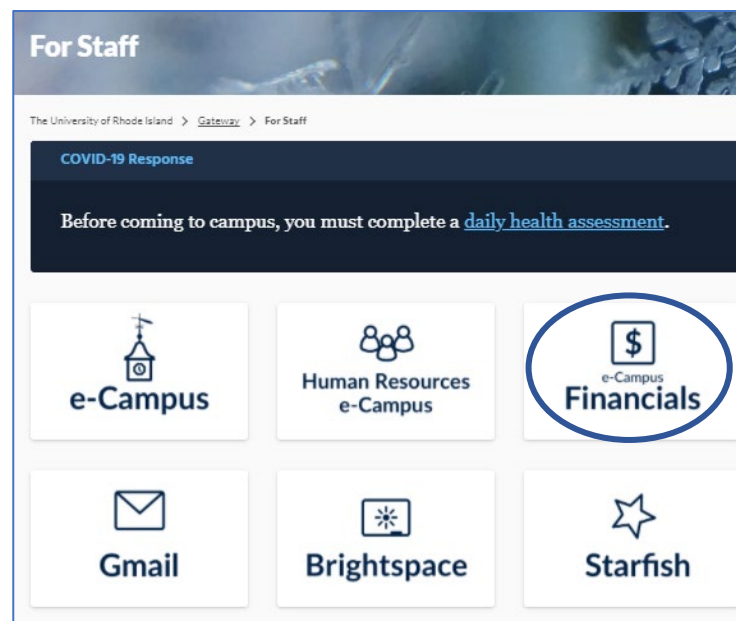
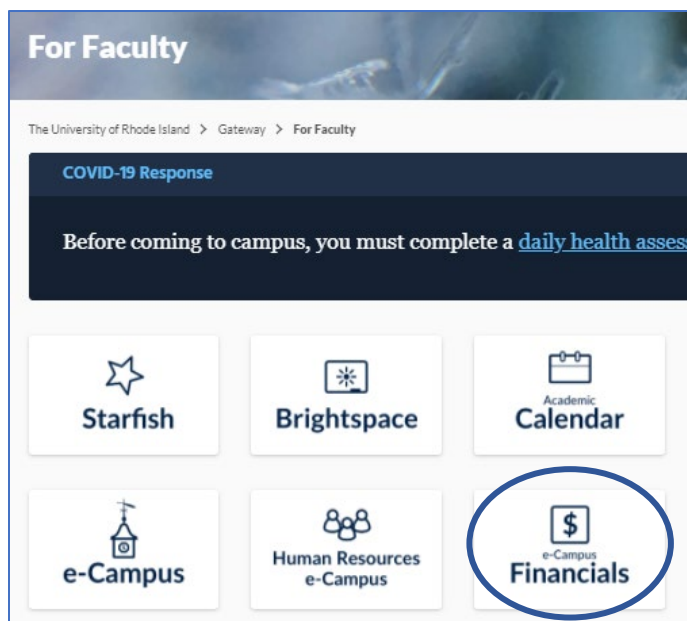
**This security access form requires both your signature and authorization by your Dean, Department Head, Director or Business Manager**

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



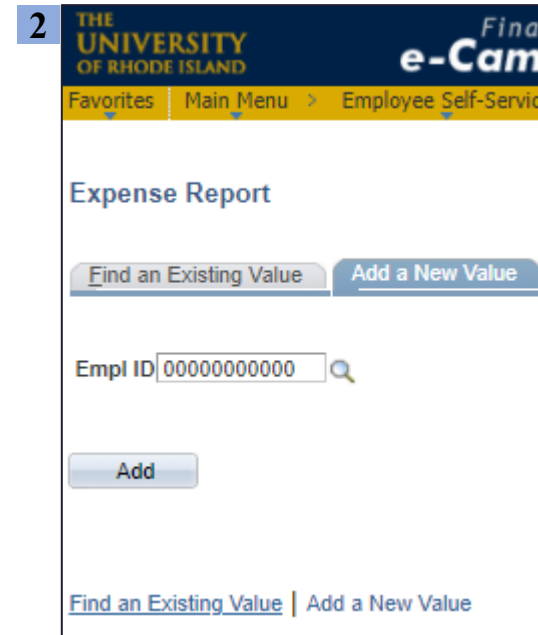
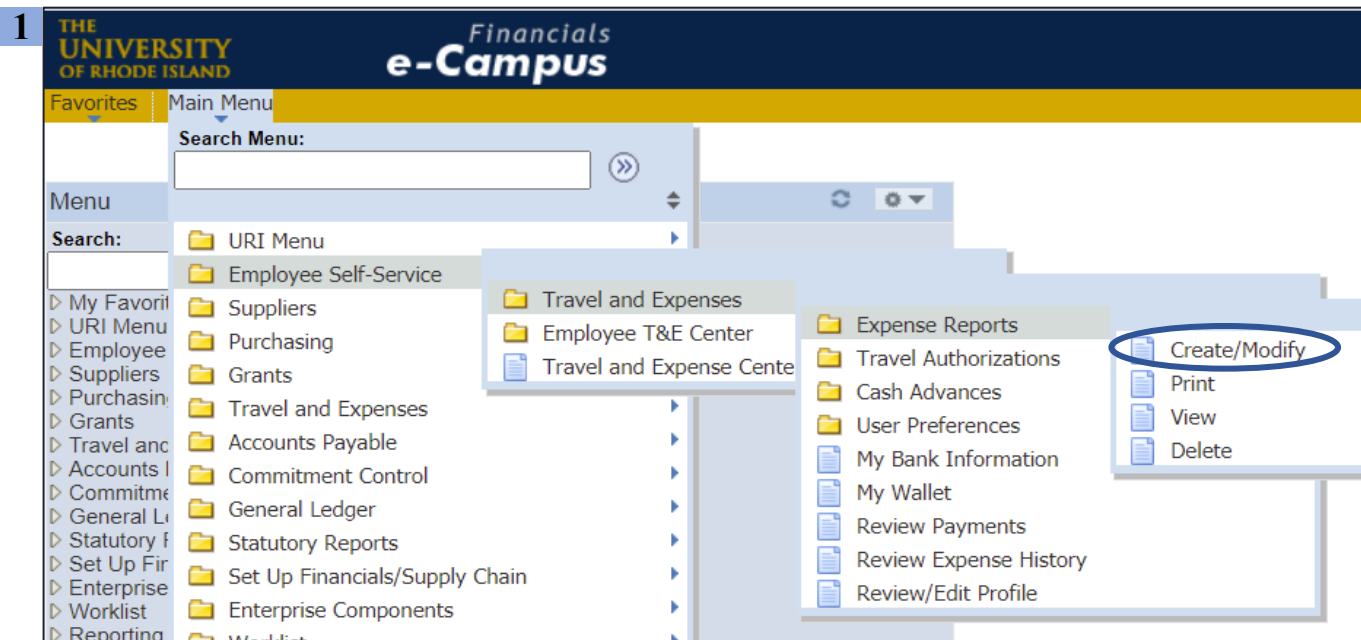
2. Enter your e-Campus username and password and click *Sign In*

The screenshot shows the login page for e-Campus Financials. At the top left is the University of Rhode Island logo. At the top right is the 'e-Campus Financials' logo. Below the logos are two input fields: 'User ID' with the placeholder 'username' and 'Password' with a masked field. A yellow 'Sign In' button is below the fields. Below the button are links for 'Forgot Your Password?' and 'Enable Accessibility Mode'. The footer contains the copyright notice: 'Copyright © 2000, 2015, Oracle and/or its affiliates. All rights reserved.'

## 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*



## 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

THE UNIVERSITY OF RHODE ISLAND Financials e-Campus

Home | Worklist | Add to Favorites | Sign out

Favorites | Main Menu > Employee Self-Service > Travel and Expenses > Expense Reports > Create/Modify

New Window ? Help Personalize Page

### Create Expense Report

Save for Later | Summary and Submit

Grace Wyld ?

3

Pay Method: Automated Clearing House

Actions ...Choose an Action GO

\*Business Purpose: Reimbursement Non-Travel 1

\*Travel/Expense Date To-From MM/DD/YY: 02/01/21-02/12/21 2

\*Travel/Expense For: SELF 3

\*City: Kingston 4

Rhode Island United States

Attachments

1

\*Business Purpose: Reimbursement Non-Travel

\*Travel/Expense Date To-From MM/DD/YY: Guest Speaker

\*Travel/Expense For: Reimbursement Non-Travel

Research

Study Abroad

3

#### Look Up Travel/Expense For

SetID URIPS

Reference begins with

Look Up Clear Cancel Basic Lookup

#### Search Results

View 100 First 1-4 of 4 Last

Reference	Description
NON-EMPLOY	Non-Employee
OTHER_EMPL	Other Employee
SELF	Self
STUDENT	Student

4

#### Look Up City

SetID URIPS

Expense Location begins with

City begins with Kingston

State Name begins with

Country begins with

Look Up Clear Cancel Basic Lookup

#### Search Results

View 100 First 1-22 of 22 Last

City	State Name	Country
Kingston	Rhode Island	United States
Kingston	Pennsylvania	United States
Kingston	Oklahoma	United States
Kingston	Arkansas	United States

## 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

**THE UNIVERSITY OF RHODE ISLAND** Financials **e-Campus** Home | Worklist | Add to Favorites | Sign out

Favorites | Main Menu > Employee Self-Service > Travel and Expenses > Expense Reports > Create/Modify

New Window ? Help Personalize Page

Save for Later | Summary and Submit

### Create Expense Report

Grace Wylid ?  
 Pay Method: Automated Clearing House

\*Business Purpose: Reimbursement Non-Travel

\*Travel/Expense Date To-From MM/DD/YY: 02/01/21-02/12/21

\*Travel/Expense For: SELF




\*City: Kingston Rhode Island United States

Attachments

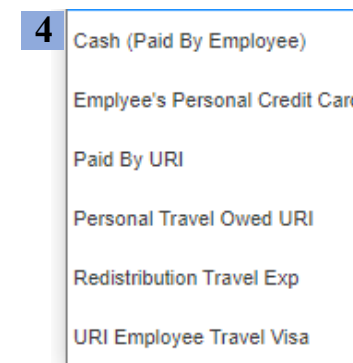
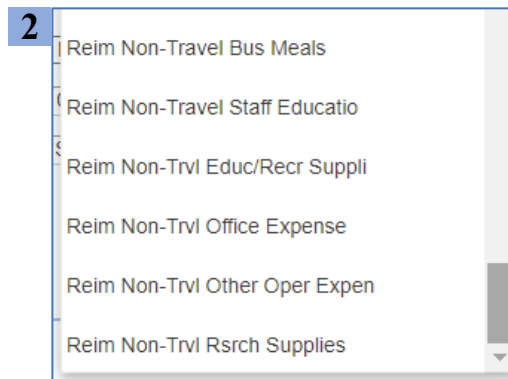
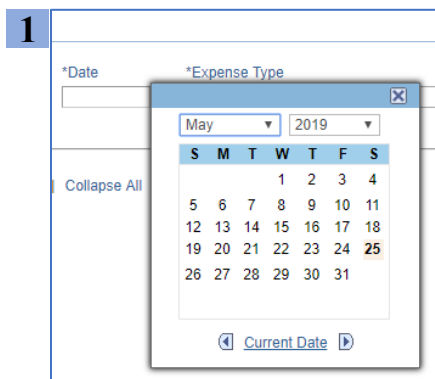
Actions: ...Choose an Action GO

**Expenses** ?

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

*Date	*Expense Type	Description	*Payment Type	*Amount	*Currency	Total
02/01/2021 	Reim Non-Trvl Office Expense	Item purchased & purpose 230 characters remaining	Employee's Personal Cred 	10.00	USD 	10.00 USD

1 2 3 4 5



## 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”

**Expenses** ?

**Expand All** Collapse All Add: | My Wallet (0) | Quick-Fill Total 25.00 USD

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**1** \*Date: 02/01/2021 \*Expense Type: Reim Non-Trvl Office Expense Description: Item purchased & purpose \*Payment Type: Employee's Personal Crec \*Amount: 10.00 \*Currency: USD

\*Billing Type: Internal **2**

230 characters remaining [Receipt Split](#)

Default Rate \*Exchange Rate: 1.00000000  Non-Reimbursable Base Currency Amount: 10.00 USD  No Receipt

**3** Accounting Details ?

Amount	GL Unit	Monetary Amount	Currency Code	Exchange Rate	Account	Fund	Dept	Program	Bud Ref	PC Bus Unit	Project	Activity
10.00	URIPS	10.00	USD	1.00000000	5323	100	4001	3045				

---

\*Date: 02/12/2021 \*Expense Type: Reim Non-Trvl Office Expense Description: Item purchased and purpose \*Payment Type: Cash (Paid By Employee) \*Amount: 15.00 \*Currency: USD

\*Billing Type: Billable

228 characters remaining [Receipt Split](#)

Default Rate \*Exchange Rate: 1.00000000  Non-Reimbursable Base Currency Amount: 15.00 USD  No Receipt

Accounting Details ?

Amount	GL Unit	Monetary Amount	Currency Code	Exchange Rate	Account	Fund	Dept	Program	Bud Ref	PC Bus Unit	Project	Activity
15.00	URIPS	15.00	USD	1.00000000	5323	500	4001	0000		URIPS	0001111	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

THE UNIVERSITY OF RHODE ISLAND Financials e-Campus

Home | Worklist | Add to Favorites | S

Favorites | Main Menu > Employee Self-Service > Travel and Expenses > Expense Reports > Create/Modify

### Create Expense Report

Grace Wyld ?

3 ?

Pay Method: Automated Clearing House

\*Business Purpose: Reimbursement Non-Travel

\*Travel/Expense Date To-From MM/DD/YY: 02/01/21-02/12/21

\*Travel/Expense For: SELF

\*City: Kingston Rhode Island United States

1 [Attachments](#)

Actions: ...Choose an Action

Save for Later | Summary and Submit

#### Expenses ?

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

*Date	*Expense Type	Description	*Payment Type	*Amount	*Currency
02/01/2021	Reim Non-Trvl Office Expense	Item purchased & purpose	Employee's Personal Crec	10.00	USD

230 characters remaining

Details Personalize | Find | View All | First 1 of 1 Last

File Name	Description	User	Name	Date/Time Stamp
View				

Adding large attachments can take some time to upload, therefore, it is advisable to save the transaction before adding large attachments.

2

3

## 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

This screenshot shows the top portion of a web application interface. At the top, there is a navigation bar with 'Home', 'Worklist', and 'Add to Favorites'. Below this is a yellow header bar with 'New Window', 'Help', and 'Person' icons. The main content area features a 'Save for Later' button and a 'Summary and Submit' button, with a blue '1' highlighting the 'Save for Later' button. Below the buttons is an 'Actions' dropdown menu and a 'GO' button. At the bottom, there are input fields for 'Kingston', 'Rhode Island', and 'United States', along with an 'Attachments (1)' link.

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

This screenshot shows the top right corner of the web application. It includes a navigation bar with 'Home', 'Worklist', 'Add to Favorites', and 'Sign out'. Below this is a yellow header bar with 'New Window', 'Help', and 'Person' icons. A blue '2' highlights a 'Saved' confirmation message in the top right corner.

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

This screenshot shows the expense report details area. It includes an 'Actions' dropdown menu and a 'GO' button. Below this is a table with columns for 'Report ID', 'Name', and 'Status'. A blue '3' highlights the 'Report ID' field, which contains the value '0000022581'. Below the table are input fields for 'City/State' and 'Country', with 'Rhode Island' and 'United States' displayed. There is also a search icon and an 'Attachments (1)' link.

### 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*

This screenshot shows the 'Expense Report' page. At the top, there is a navigation bar with 'Favorites', 'Main Menu', 'Employee Self-Service', 'Travel and Expenses', 'Expense Reports', and 'Create/Modify'. Below this is a yellow header bar with 'Find an Existing Value' and 'Add a New Value' buttons. A blue '1' highlights the 'Find an Existing Value' button. Below the buttons is an input field for 'Empl ID' with the value '00000000000' and a search icon. A blue '2' highlights the 'Add' button.

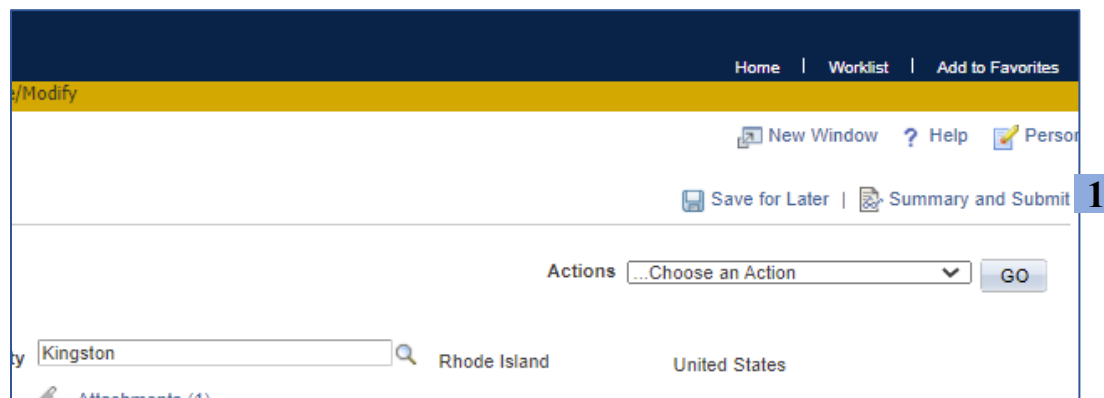
3. Enter the *Report ID*, *Name* (First,Last – no space), or *Empl ID*  
\*Searching by *Name* or *Empl ID* will show all the user's existing reports

4. Click *Search*

This screenshot shows the search criteria form for the 'Expense Report' page. It includes a 'Find an Existing Value' button and an 'Add a New Value' button. Below these is a 'Search Criteria' section with dropdown menus for 'Report ID begins with', 'Report Description begins with', 'Name begins with', and 'Empl ID begins with'. There is also a 'Creation Date' dropdown menu and a 'Case Sensitive' checkbox. A blue '3' highlights the search criteria section. At the bottom, there is a 'Search' button, a 'Clear' button, and links for 'Basic Search' and 'Save Search Criteria'. A blue '4' highlights the 'Search' button.

## 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*

**THE UNIVERSITY OF RHODE ISLAND** Financials **e-Campus** Home | Worklist | Add to Favorites

Favorites | Main Menu > Employee Self-Service > Travel and Expenses > Expense Reports > Create/Modify

New Window ? Help Per

### Modify Expense Report

Save for Later | Expense Detail

Grace Wyld Actions ...Choose an Action GO

\*Business Purpose Reimbursement Non-Travel Report 0000022578 Pending

\*Description 02/01/21-02/12/21

\*Reference SELF

Totals ? View Printable Version View Analytics Notes Attachments (1)

Employee Expenses (2 Lines)	25.00 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
<b>Amount Due to Employee 25.00 USD</b>		<b>Amount Due to Supplier 0.00 USD</b>			

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

3

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

**THE UNIVERSITY OF RHODE ISLAND** Financials **e-Campus** Home

Favorites | Main Menu > Employee Self-Service > Travel and Expenses > Expense Reports > Create/Modify

**Create Expense Report**

**Save Confirmation**

Grace Wyld

**Totals** ?

Employee Expenses (2 Lines)	25.00 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
<b>Amount Due to Employee</b>		<b>25.00 USD</b>	<b>Amount Due to Supplier</b>		<b>0.00 USD</b>

Did you associate your Travel Authorization if applicable? If not click cancel to return to the ER and select Associate Travel Authorization under the Actions drop down menu. Then you may submit.

4

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

**THE UNIVERSITY OF RHODE ISLAND** Financials **e-Campus** Home | Worklist | Add to Favorites

Favorites | Main Menu > Employee Self-Service > Travel and Expenses > Expense Reports > Create/Modify

New Window ? Help Person

**View Expense Report** Expense Details

Grace Wyld Actions  GO

5 **Your expense report 0000022578 has been submitted for approval.**

Business Purpose Reimbursement Non-Travel Report 0000022578 Submission in Process

Description 02/01/21-02/12/21 Created 03/02/2021 Grace Wyld

Reference SELF Last Updated 03/02/2021 Grace Wyld

Budget Status Not Chk'd Post State Not Applied

**Totals** ? [View Printable Version](#) [View Analytics](#) [Notes](#) [Attachments \(1\)](#)

Employee Expenses (2 Lines)	25.00 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
<b>Amount Due to Employee</b>		<b>25.00 USD</b>	<b>Amount Due to Supplier</b>		<b>0.00 USD</b>