



University of Missouri System

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Advancing *Missouri*

9.2 PeopleSoft Upgrade New Features and Functionality

May 2015



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General Accounting

Project Overview

- » The PeopleSoft Finance/Supply Chain upgrade is scheduled for May 20 (at 5pm) thru May 25, 2015
- » Current software version since Dec 2008; support ends June 2015
- » Goals:
 - › Decrease costs & technology support through modification reduction
 - › Leverage new functionality
- » Result:
 - › New features
 - › Improved functionality
 - › No changes to policy
 - › No changes to “Payment Reference Guide”

Responsibilities of Employees in Fiscal Roles

- » Understand and comply with University Policies and Procedures
 - › Collected Rules & Regulations, BPM, APPM, Purchasing Policy, etc
- » Proper Internal Controls including accuracy, timeliness and authorization
- » Preferred method for purchasing goods and services for business
- » Segregation of Duties
 - › Should not be an entry delegate and approver on transactions
- » Security
 - › DO NOT give you user name/password to others to complete workflow of transactions in the system
- » Confidentiality of information
 - › Redact/exclude: SSNs, date of birth, credit card information, etc

New Look, Same Features

- » Accounts Receivable/Billing
 - › Option to email invoices based on customer or individual invoice
- » Asset Management
- » Grants Management
 - › Work Center
- » Commitment Control/UM Budget

PeopleSoft 9.2 Look and Feel

- Design of Menu
- Recently Used now Favorites on left
- Menu path displays along top
- Menus cascade as navigate

» 9.0 Page

» 9.2 Page

The screenshot displays the PeopleSoft 9.2 interface for the 'Voucher' page. The top navigation bar shows the menu path: Favorites (circled in red), Main Menu, Accounts Payable, Vouchers, Add/Update (circled in red), and Regular Entry. The left sidebar contains a search box and a tree view of the menu structure, with 'Add/Update' > 'Regular Entry' selected. The main content area features the University of Missouri System logo and the title 'Voucher'. Below the title are two buttons: 'Find an Existing Value' and 'Add a New Value'. The form fields include: Business Unit (COLUM), Voucher ID (NEXT), Voucher Style (Regular Voucher), Supplier Name, Short Supplier Name, Supplier ID, Supplier Location, and Address Sequence Number (0). A yellow 'Add' button is located at the bottom left of the form area.

Work Centers

- » Configurable pages of PeopleSoft elements by module
- » Commonly used tasks on central page to minimize drilling through menus

The screenshot displays the Grants WorkCenter interface. The top navigation bar includes 'Main' and 'Reports/Queries' tabs. The 'My Work' section is active, showing a list of tasks under 'Pre Process Exceptions' (Billing Events Not Processed (2127), Milestones Due (8733)) and 'AR Action Items' (Pending Item Groups to Post (244)). The 'Links' section is also visible, listing tasks such as 'Enter and Maintain Proposals' (Create Proposal, Enter Budget Detail, Copy Proposal, Submit Proposal), 'Negotiate and Generate Award' (Generate Award), and 'Establish and Maintain Award' (Award, Contract, Project, Project Activity, Project Budgets). The main content area features a 'Welcome to the Grants WorkCenter' message, explaining the layout and providing instructions on how to use the pagelets and action icons.

Work Centers will only be Available for:

- ❖ General Ledger
- ❖ Accounts Payable
- ❖ Buyer
- ❖ Inventory
- ❖ Grants Management
- ❖ Billing
- ❖ Accounts Receivable

Work Centers

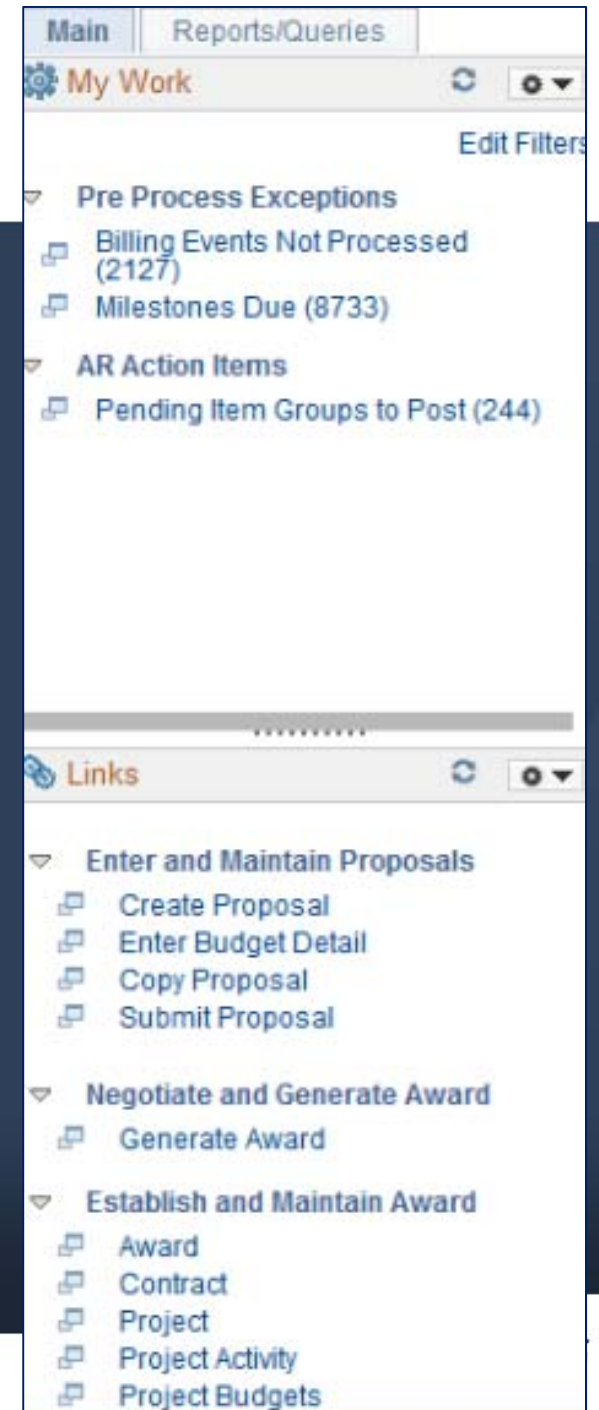
» Main Tab

› My Work Pagelet

- › Links to events & notification alerts
- › Prioritized items needing immediate attention
- › Worklist tasks for workflow

› Links Pagelet

- › Additional links to pages & other areas of interest
- › My include links external to University



Work Centers

» Reports/Queries Tab

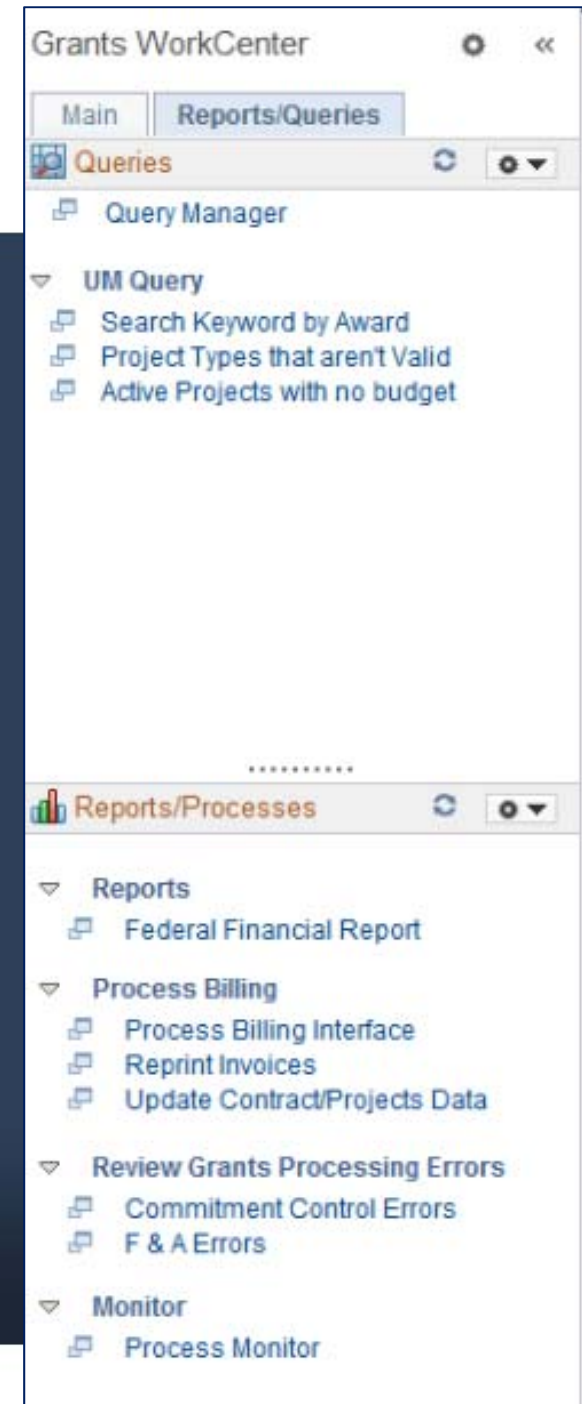
› Queries Pagelet

- › Links to Query Manager/viewer containing public and private queries.

› Reports/Processes Pagelet

- › Access to reports and processes frequently used

» Links take you directly to Run Control page



UM Web Applications

» FIN Authorization

- › Electronic Workflow will be based on Approval Authorization in FIN Authorization
 - › CSD NODE will not be the source of approvers for T&E, Vouchers or ePro
- › ALL approvers at the designated levels will receive email notifications of the transaction
- › Approval or View Authorization will apply to all transaction types, not just one particular module

» Viewing Attachments on Vouchers

- › Will be available for viewing in FIN Search Options
 - › Ability to see will be secured to: Creator, Approvers, or those with FIN Authorization for the DeptID/DeptNode.

General Ledger

- » Work Centers
- » Queries
 - › Changes to some tables: new fields, field length changes, or fields from 9.0 no longer available
- » Allocations
 - › Allow the use of excluded values or exceptions in pool values

Chartfield Request Form

» Navigation

- › Main Menu >
- › Employee Self Service >
- › Chartfield Request Form

» No longer use Outlook form

» Electronic workflow

» Lookup features

» Can upload attachments

Form
tab

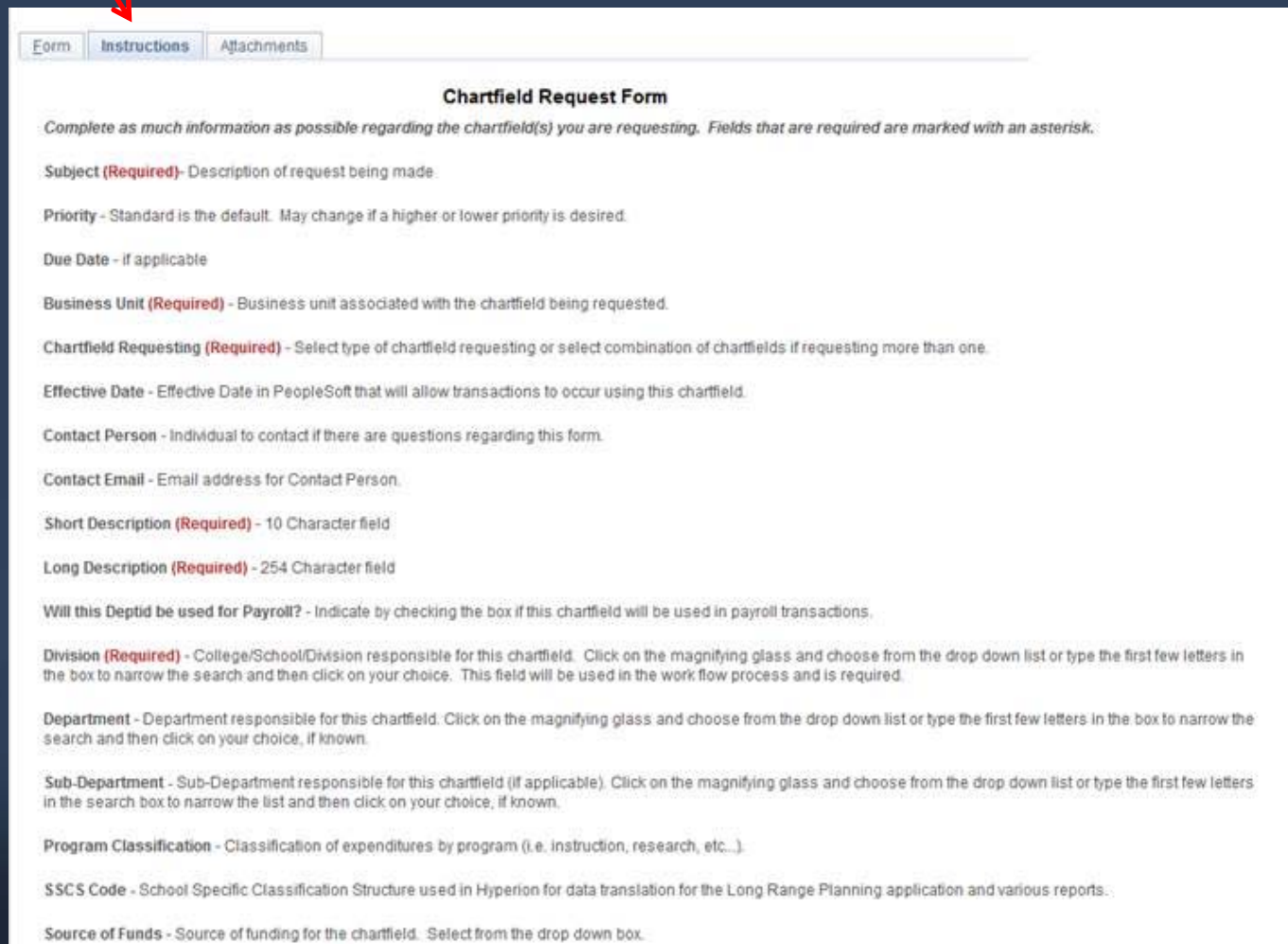
The screenshot shows the 'Chartfield Request Form' web interface. At the top, there is a navigation bar with 'Favorites', 'Main Menu', 'Employee Self-Service', and 'Chartfield Request Form'. Below this is the University of Missouri System logo and name, along with a search bar and 'Advanced Search' options. The main content area has tabs for 'Form', 'Instructions', and 'Attachments'. The 'Form' tab is active, showing a form with the following fields:

- *Subject: Text input field
- Priority: 3-Standard (dropdown)
- Due Date: Date input field
- Status: Initial
- *Business Unit: Text input field with a magnifying glass icon
- *Chartfield Request: Dropdown menu
- Effective Date: Date input field
- Contact Person: Text input field
- Contact Email: Text input field
- *Short Description: Text input field
- *Long Description: Text area
- Will this Deptid be used for Payroll?: Checkbox
- *Division: Text input field with a magnifying glass icon
- Department: Text input field with a magnifying glass icon
- Sub-Department: Text input field with a magnifying glass icon
- Program Classification: Text input field with a magnifying glass icon
- SSCS Code: Text input field with a magnifying glass icon
- Source of Funds: Dropdown menu
- Approvers: Text area
- Start Date: Date input field (with a note: *** If requesting Project chartfield, indicate start and end date. ***)
- End Date: Date input field
- Fund: Text input field with a magnifying glass icon (with a note: *** If requesting Program or Project chartfield, indicate Fund and Deptid it will be used with (if known). ***)
- Deptid: Text input field with a magnifying glass icon
- New Chartfield Created: Text input field (with a note: *** For Accounting Office Use Only ***)
- Add'l Chartfield Created: Text input field
- New MoCode Created: Text input field

There are also several text boxes for providing additional information, such as 'Please provide information regarding how the chartfield will be used in the space below...' and 'Please provide any additional information regarding the request for a new chartfield in the space below.' A 'More Information' section is at the bottom.

Chartfield Request Form

Instructions Tab



Form **Instructions** Attachments

Chartfield Request Form

Complete as much information as possible regarding the chartfield(s) you are requesting. Fields that are required are marked with an asterisk.

Subject (Required) - Description of request being made.

Priority - Standard is the default. May change if a higher or lower priority is desired.

Due Date - if applicable

Business Unit (Required) - Business unit associated with the chartfield being requested.

Chartfield Requesting (Required) - Select type of chartfield requesting or select combination of chartfields if requesting more than one.

Effective Date - Effective Date in PeopleSoft that will allow transactions to occur using this chartfield.

Contact Person - Individual to contact if there are questions regarding this form.

Contact Email - Email address for Contact Person.

Short Description (Required) - 10 Character field

Long Description (Required) - 254 Character field

Will this Deptid be used for Payroll? - Indicate by checking the box if this chartfield will be used in payroll transactions.

Division (Required) - College/School/Division responsible for this chartfield. Click on the magnifying glass and choose from the drop down list or type the first few letters in the box to narrow the search and then click on your choice. This field will be used in the work flow process and is required.

Department - Department responsible for this chartfield. Click on the magnifying glass and choose from the drop down list or type the first few letters in the box to narrow the search and then click on your choice, if known.

Sub-Department - Sub-Department responsible for this chartfield (if applicable). Click on the magnifying glass and choose from the drop down list or type the first few letters in the search box to narrow the list and then click on your choice, if known.

Program Classification - Classification of expenditures by program (i.e. instruction, research, etc...).

SSCS Code - School Specific Classification Structure used in Hyperion for data translation for the Long Range Planning application and various reports.

Source of Funds - Source of funding for the chartfield. Select from the drop down box.

Chartfield Request Form

Attachments Tab

[Form](#) | [Instructions](#) | **[Attachments](#)** New Window

Chartfield Request Form

*Subject

Download Templates Personalize | Find | View All | | First 1 of 1 Last

Description	Attached File	Open
1		Open

Upload your attachments Personalize | Find | View All | | First 1 of 1 Last

*Description	Attached File	Attach	Open		
1 <input type="text"/>		<input type="button" value="Attach"/>	Open	<input type="button" value="+"/>	<input type="button" value="-"/>

Form | Instructions | Attachments



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Accounts Payable Shared Service

Accounts Payable

- » Changes resulting in better business processes and efficiencies for both the end user and University
 - › “Vendor” is now “Supplier”
 - › Supplier Request Form
 - › Payment Request Form
 - › Electronic Workflow for Approvals
 - › No printing vouchers, including IRB

Supplier Request Form

» Navigation

- › Suppliers > Supplier Registration > Register Suppliers
- › Payment Request Form step 2

» Form is designed to prompt for necessary information

- › Different prompts for New vs Existing
- › Option for Student Supplier
- › Enter Direct Deposit information on the form

» Electronic Workflow for Approvals

- › Department Requester
- › APSS Approval
- › System Approval

Supplier Request Form (1 of 6)

The screenshot shows the 'Welcome' step of a 6-step registration process. The navigation bar at the top includes 'Welcome', 'Identifying Information', 'Addresses', 'Contacts', 'Payment Information', and 'Submit'. The 'Welcome' step is active, and the 'Previous' button is disabled. The main content area contains instructions for the registration process, contact information for the Finance Support Center, and a dropdown menu for selecting an activity. The dropdown menu is titled 'Select an activity below' and has a help icon. Below the dropdown, the question 'What sort of supplier are you registering?' is followed by three radio button options: 'New Supplier' (selected), 'Existing Supplier', and 'Student'. The 'New Supplier' option is circled in red. At the bottom of the form, there are 'Exit', 'Previous', and 'Next' buttons, and a small asterisk indicating a required field.


Welcome - Step 1 of 6

To complete your registration, please fill in the information for each step of the registration process. Use the navigation buttons "Next" and "Previous" to move between steps or "Save for Later" to save your work to be resumed later. Once you have provided all the required information, proceed to the "Submit" step where you may submit your registration for consideration. You will receive an email confirmation shortly after submittal.

If you have any questions or feedback on the registration process, please call the Finance Support Center at:

MU Campus - 882-3201
UMKC Campus - 235-1371
MO S&T Campus - 341-4266
UMSL Campus - 516-5366

or email: financesupport@umsystem.edu

Select an activity below 

What sort of supplier are you registering?

- New Supplier
- Existing Supplier
- Student

* Required field

Supplier Request Form (2 of 6)

Progress bar: Welcome, **Identifying Information**, Addresses, Contacts, Payment Information, Submit

Identifying Information - Step 2 of 6

Exit | Previous | Next

Unique ID & Company Profile ?

Tax Identification Number

* Entity Name

http://URL [Open URL](#)

* Classification

* Supplier Short Name

Profile Questions ?

Please attach W-9 Form Attachment

Please attach a direct deposit form if applicable Attachment

Comments ?

* Required field

Exit | Previous | Next

Supplier Request Form (3 of 6)

Addresses - Step 3 of 6

Exit | Previous | Next

Primary Address ?

* Country United States

Address 1

Address 2

Address 3

City

County Postal

State Missouri

Email ID

Override Address Verification

Other Addresses ?

Check boxes below to indicate addresses that are different from your Primay Address above:

Remit To Address
Address for remitting payment

Invoice Address
Address from which you send invoice

Exit | Previous | Next

Supplier Request Form (4 of 6)

The image displays two screenshots of a web form titled "Contacts - Step 4 of 6". The top screenshot shows the "Add Contact" button, which is highlighted with a red dashed border. A red arrow points from this button to the "Contact Information" form in the middle screenshot. The "Contact Information" form contains the following fields:

- * First Name
- * Last Name
- Title
- * Email ID
- * Telephone (with an "Ext" field)
- Fax Number
- Contact Type (dropdown menu)
- Primary Contact

The bottom screenshot shows the "Add Contact" button again, with a red arrow pointing to a table of contacts. The table has the following columns: Primary, Name, Phone, and Designate Address. The table contains one entry:

Primary	Name	Phone	Designate Address
<input checked="" type="radio"/>	TINA TEST	555/555-5555	Primary Address

Both screenshots include navigation buttons: "Exit", "Previous", and "Next". A legend at the bottom left of each screenshot indicates that an asterisk (*) denotes a required field.

Supplier Request Form (5 of 6)

» Only completed if Direct Deposit is established; not foreign vendors

Payment Information - Step 5 of 6


Direct Deposit Information

Bank Account Type	<input type="text"/>
Routing Number (See Below)	<input type="text"/>
Account Number (See Below)	<input type="text"/>
Confirm Account	<input type="text"/>
Email ID	<input type="text"/>

Where to Find Routing and Account Numbers



The **routing number** is the 9 digits between the  symbols.

The **account number** is to the left of the  symbol.

The **check number** matches the number in the upper-right corner.

Supplier Request Form (6 of 6)

Submit - Step 6 of 6 Exit | < Previous Next >

Click the "Review" button to review the registration information.
Click the "Submit" button to submit your registration after reviewing and accepting the Terms of Agreement below.

Email communication regarding this registration will be sent to:

Can add more than 1 email

Review Submit

Exit | < Previous Next >

Submitted

✓ You have successfully submitted your registration.

Your registration ID:
0000000025

Any email regarding the registration status will be sent to:
HASSLERD@MISSOURI.EDU

[Register New Supplier](#)

Payment Request Form – NPO VR

- » Form is designed to prompt for necessary information
- » NO PRINTING
- » Once submitted, it will create voucher behind the scenes
- » Electronic Workflow for Approvals
 - › Project Manager, if applicable
 - › Fiscal Reviewer
 - › Based on Approval Authorization in FIN Authorization
 - › Split Funded: All are emailed, only requires 1 from the group to approve
 - › Prepay Audit by APSS
- » “Saved” Payment Request can be cancelled by creator
 - › Has not received a voucher number

Training Instance - http://www.umssystem.edu/ums/fa/finance-support-center/peoplesoft_financials

» Main Menu -> Employee Self Service -> Payment Request Form

The screenshot displays the PeopleSoft Financials Employee Self Service portal. The browser address bar shows the URL: https://fsqa-upg.umssystem.edu/psp/fstrn/EMPLOYEE/ERP/c/PAYMENT_REQUEST.PR_REQUEST.GBL?FolderPath=PORTAL_ROOT_0.... The page features a navigation menu on the left with the following items: UM Applications, Employee Self-Service, Supplier Contracts, Suppliers, Procurement Contracts, Purchasing, eProcurement, Travel and Expenses, Accounts Payable, Real Time Bottom Line, Enterprise Components, Reporting Tools, and PeopleTools. A search bar is located at the top right, and a 'Sign out' link is visible. The page content includes sections for 'Top Menu Features', 'Highlights', and 'Recently Used'. The 'Main Menu to' section contains three Oracle application windows. The 'Breadcrumbs' section explains that they visually display the navigation path and provide access to subfolders. The 'Menu Search' section notes that it now supports type-ahead functionality for faster page finding.

Payment Request Form

» Main Menu > Employee Self Service > Payment Request Center

Payment Request Center

Welcome: Training ID

Request Summary From 01/24/2015 to 04/24/2015

Display	Status	Number of Requests
<input checked="" type="checkbox"/>	Approved	5
<input type="checkbox"/>	Vouchered	15

Recent Messages

No Recent Messages

Create

Requests

Request ID	Entered Datetime	Supplier ID	Supplier	Description	Total Amount	Currency	Request Status	Business Unit	Voucher ID	Sch Pay
0000000026	04/24/2015 10:04AM	0100001342	ADVANCED COMPUTER SOLUTIONS	Computer software	250.00	USD	Approved	COLUM		
0000000024	04/23/2015 2:53PM	0001005512		1.3	300.00	USD	Approved	COLUM		

Payment Request Form (1 of 4)

1. Summary Information Page

Summary Information - Step 1 of 4

Instructions ?

*Business Unit SUCUM

Request ID

Invoice Number

*Invoice Date 04/24/2015

Entered By Training ID - AP/PO

Entered Datetime 04/24/2015 11:03AM

Description

*Cost Sub-Total

Misc Charge Amount

Freight Amount

Total Amount

*Currency USD

Attachments (0)

Notes/Comments: Hold Check, Express Check, Separate Check, Payment Handling Code

Exit Save for Later Next

Payment Request Form (2 of 4)

2. Supplier Information Page

Summary Information **Supplier Information** Invoice Details Review and Submit

Exit Save for Later Previous Next

Supplier Information - Step 2 of 4

Instructions ?

Business Unit UMSYS Invoice Number 123456 Entered By Training ID - AP/PO
Request ID Invoice Date 04/24/2015 Entered Datetime 04/24/2015 11:03AM

Supplier Search

Country USA Search
Supplier Name Fairfield Inn Request New Supplier

Supplier list Personalize | Find | View All | 1-9 of 19 | First | Last

Supplier ID	Name	Address	City	State	Country
0100017314	FAIRFIELD INN	Columbia Mo Ffi	Columbia	MO	USA
0100017415	BLOOMINGTON FAIRFIELD INN	2401 E 80th St	Bloomington	MN	USA
0100094417	LUBBOCK FAIRFIELD INN	4007 S Loop 289	Lubbock	TX	USA

Payment Request Form (3 of 4)

3. Invoice Detail Page

Summary Information Supplier Information **Invoice Details** Review and Submit

Exit Save for Later Previous Next

Invoice Details - Step 3 of 4

Business Unit COLUM Invoice Number 465456465 Entered By Training ID - AP/PO
Request ID Invoice Date 05/07/2015 Entered Datetime 05/07/2015 8:00AM

Line	Description	Line Amount
------	-------------	-------------

Add Lines *Cost Sub-Total 2.00
Misc Charge Amount

Add a New Line

Instructions ?

Line	Description	*Line Amount	SpeedChart Key
1	Room rate	210.00	A0388

Accounting Details

Line	*Amount	Fund Code	Department	Program Code	Class	PC Business Unit	Project
1	105.00	0000	A0701004	0	0	UMSYS	00
2	105.00	0000	A0202001	0	0	UMSYS	00

OK Cancel

Payment Request Form (4 of 4)

4. Review and Submit Page

Summary Information Supplier Information Invoice Details **Review and Submit**

Exit Save for Later Previous

Review and Submit - Step 4 of 4

Instructions ?

Business Unit UMSYS Invoice Number 123456 Entered By Training ID - AP/PO
Request ID Invoice Date 04/24/2015 Entered Datetime 04/24/2015 11:03AM

Description Business meeting expense
Supplier FAIRFIELD INN
Total Amount 285.00 USD
Request Status New

Click the "Review" button to review the detailed request.
Click the "Submit" button to submit your request.


Review Submit

Exit Save for Later Previous

Non-PO Voucher Workflow

- » Accounts Payable > Vouchers > Approve > Approval Framework - Vouchers
- » Can still navigate to the approvals page by:
 - › Hyperlink in the email notification
 - › Work Center

Favorites | Main Menu | Accounts Payable | Vouchers | Approve | Approval Framework - Vouchers

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Voucher Approval AF

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

▼ Search Criteria

Business Unit:	= ▼	COLUM
Voucher ID:	begins with ▼	
Invoice Number:	begins with ▼	
Short Supplier Name:	begins with ▼	
Supplier ID:	begins with ▼	
Supplier Name:	begins with ▼	
Approval Status:	= ▼	▼

Case Sensitive

Non-PO Voucher Workflow

Approval | Line Information | Charge Information

Business Unit COLUM Invoice Number LBC2014CSIMS-8
Voucher 02540994 Supplier SIMS,CANIAH DONTAE
Invoice Date 04/25/2015 ID 0018146409

Voucher Details

Transaction Currency USD	Terms Due Immediately
Total 50.00	Approval Status Pending
Misc Amt 0.00	Added By BRADSHAWSTRAUBL
Freight 0.00	Bradshaw, Straub, Laura
Sales Tax 0.00	Attachments (0)
Use Tax 0.00	
Entered VAT 0.00	

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

Remit SetID	Remit Supplier	Remitting Address	Scheduled to Pay	Gross Amt	Currency	Supplier Name
UOFMO	0018146409	Remitting Address	04/27/2015		50.00 USD	SIMS,CANIAH



Fiscal Reviewer Approval

BUSINESS_UNIT=COLUM, VOUCHER_ID=02540994:Pending [Start New Path](#)

Fiscal Reviewer Approval

Pending

CFISCREVIEW Fiscal Approval [+](#)

Accounting Office Approval

BUSINESS_UNIT=COLUM, VOUCHER_ID=02540994:Awaiting Further Approvals [Start New Path](#)

Accounting Office Approval

Not Routed

Multiple Approvers Acct Office Approval Non-Hosp [+](#)

Submit Approve Deny Pushback Add Comments Hold

T&E Expense Report

- » Attachments – No longer email to queue
 - › Use Attachment hyperlink to upload receipts and support
- » Hotel Wizard
 - › Option to use Hotel Wizard or itemize manually
- » “Notes” replaces “Comments”
 - › Hyperlink on Summary and Submit Page
- » Certification Statement
 - › Necessary for University business
 - › Traveler personally paid; not receiving reimbursement from 3rd party
 - › Meet University policies
 - › Alcohol benefit statement
- » ER can be “Withdrawn” if it has not been approved yet

T&E Expense Report

Create Expense Report

Expense Report Entry

Danelle Hassler Report ID: NEXT

Quick Start:

General Information

*Description: Comment:

*Business Purpose: Reference:

Default Location:

[Accounting Defaults](#)

Receipt Info

Details Personalize | End | View All | | First 1 of 4 Last

Effective Date	Select	*Expense Type	*Expense Date	*Amount Spent	*Currency	*Payment Type	*Billing Type			
05/07/2015		<input type="text"/>								<input type="button" value="+"/>
		<input type="text"/>								<input type="button" value="+"/>
		<input type="text"/>								<input type="button" value="+"/>
		<input type="text"/>								<input type="button" value="+"/>

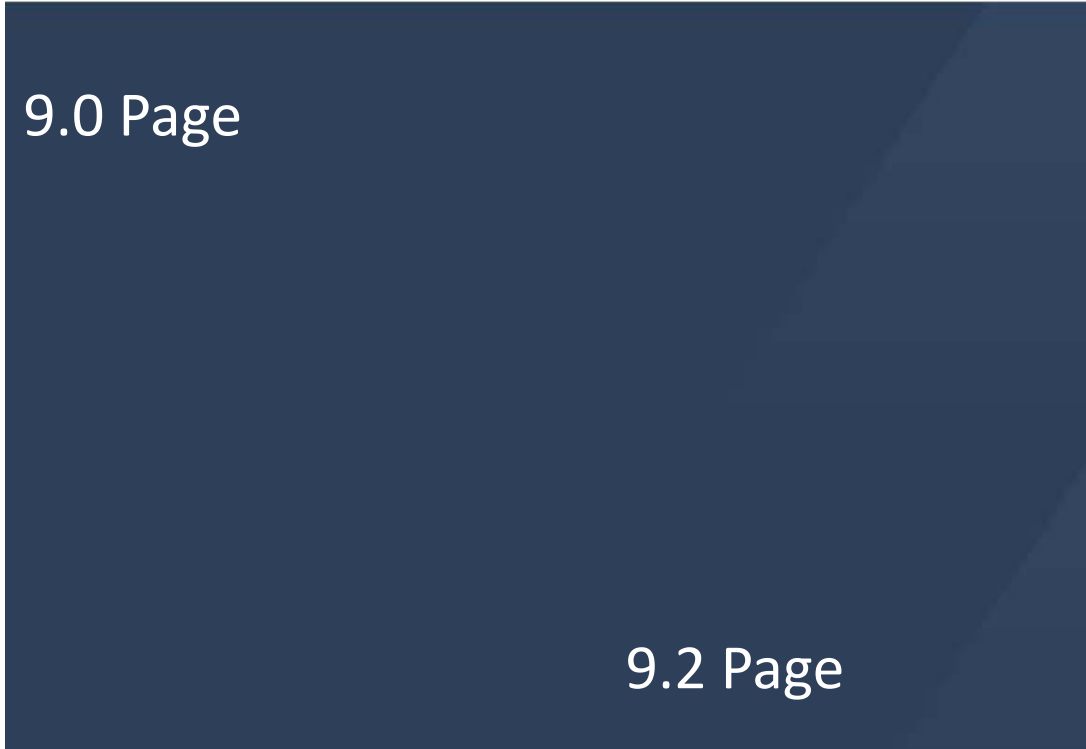
Totals

Employee Expenses:	0.00 USD	Due Employee:	0.00 USD
Non-Reimbursable Expenses:	0.00 USD	Due Vendor:	0.00 USD
Prepaid Expenses:	0.00 USD		
Employee Credits:	0.00 USD		
Vendor Credits:	0.00 USD		
Cash Advances Applied:	0.00 USD		

[Definition of Totals](#)

By clicking submit, the traveler certifies that these expenses were necessary for University business, that the traveler personally paid these expenses and has not been nor will be reimbursed by any other person/entity, and to the best of his/her knowledge, these expenses are correct and are eligible for reimbursement under University policy.

[Expense Report Project Summary](#) [Printable View](#)



Create Expense Report

ATRAVELER ATRAVELER Quick Start

*Business Purpose Default Location

*Report Description

Reference

Expenses

Expand All | Collapse All Add: Totals (0 Line):

*Date	*Expense Type	Description	*Payment Type
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Expand All | Collapse All Totals (0 Line):

T&E Expense Report

Create Expense Report

CTRAVELER CTRAVELER ?

*Business Purpose
 *Report Description
 Reference

Default Location MO USA
[Attachments](#)

... Choose an Action

Expenses ?

Expand All | Collapse All Add: | |

Totals (1 Line) 109.00 USD

*Date
 *Expense Type
 Description
 *Payment Type
 *Amount
 *Currency

*Billing Type
 Default Rate
 *Exchange Rate
 Non-Reimbursable
 No Receipt

**Originating Location MO USA
 **Destination Location MO USA
 *Miles x 0.5450
 Reimbursement Amt 109.00 USD

No partial miles allowed, round miles to the nearest mile.

?

General Ledger ChartFields

Amount	SpeedType	*GL Unit	Monetary Amount	Currency Code	Exchange Rate	Account	Fund	Dept	Program	Class	PC Bus Unit	Project
109.00		COLUM	109.00	USD	1.00000000	721000	0000	C1105001	0	0	COLUM	00

Expand All | Collapse All

Totals (1 Line) 109.00 USD

T&E Expense Report

» Save & Submit Page

***Business Purpose** Professional Development

***Description** Marketing seminar

Reference

Totals [View Printable Version](#) [View Analytics](#) [Notes](#)

Employee Expenses (4 Lines)	327.33 USD	Non-Reimbursable Expenses	0.00 USD	Employee Credit	
Cash Advances Applied	0.00 USD	Prepaid Expenses	0.00 USD	Supplier Credit	
Amount Due to Employee	327.33 USD	Amount Due to Supplier	0.00 USD		

By checking this box, the traveler certifies these expenses were necessary for University business and that the traveler personally paid these expenses and has not been nor will be reimbursed by any other person/entity, and to the best of his/her knowledge, these expenses are correct and are eligible for reimbursement under University policy. If submitting a Business Meal for reimbursement, the traveler attests that any alcohol purchased was a legitimate expenditure to promote the University's interests.

[Submit Expense Report](#)

Reminders: T&E Policies & Procedures

- » Business Meals: Business purpose, traveler + guests, attendees
 - › Per diem when only traveler
- » Meal – Extended Work Day: No overnight stay
- » Per Diem: Enter start/end time on first/last days of travel
- » Expense Type: Miscellaneous should be last resort
- » Hotel Folio (Unnecessary Charges): Mark as non-reimbursable
- » Moving Expenses: 1 line only
- » Receipts Required: Must show proof of payment (cash, cc, etc)
- » Supplies: Show-Me Shop, Pcard, PO



University of Missouri System

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AdvancingMissouri

Supply Chain

eProcurement Module

Creating a Requisition

» Beginning Navigation

University of Missouri COLUMBIA | KANSAS CITY

Menu

Search: [input field]

- My Favorites
- UM Applications
- Accounts Payable
- Commitment Control
- General Ledger
- Grants
- Purchasing
- Manager Self-Service
- Items
- Vendors
- Inventory
- eProcurement**
 - Buyer Center
 - Create Requisition**
 - Manage Requisitions
 - UM Print Requisition
 - Approve Requisitions
 - Receive Items
 - Procurement Card Center
 - Reports
 - Manage Templates

Favorites | Main Menu

Search Menu:

[input field]

- UM Applications
- Employee Self-Service
- Manager Self-Service
- Supplier Contracts
- Procurement Contracts
- Purchasing
- eProcurement**
 - Buyer Center
 - Requisition**
 - Manage Requisitions
 - UM Print Requisition
 - Manage Requisition Approvals
 - Receive Items
 - Reports
 - Manage Templates
- Travel and Expenses
- Accounts Payable
- Commitment Control
- Real Time Bottom Line
- Set Up Financials/Supp
- Enterprise Components
- Worklist
- Tree Manager
- Reporting Tools
- PeopleTools

Creating a Requisition – Step 1

» Define Requisition

» Requisition Settings

Create Requisition

1. Define Requisition | 2. Add Items and Services | 3. Review and Submit

Specify requisition name, requester, and other information that applies to the entire requisition.

Business Unit: UMSYS System Administration
 *Requester: EDWARDSMELI Edwards, Melinda Ellen *Currency: USD
 Requisition Name:

Line Defaults

Note: The defaults specified below will be applied to requisition lines when there are no predefined values for these fields.

Vendor: Vendor Location:
 Buyer: Category: Unit of Measure:

Shipping Defaults

Ship To: C04915
 Due Date: Attention:

Accounting Defaults

Location	GL Unit	Account	Fund	Dept	Program	Class	PC Bus Unit	Project
C04915	UMSYS	730000	0090	A1106002	0	0	UMSYS	00

Continue

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Business Unit: UMSYS System Administration
 *Requester: HEMEYERT Hemyer, Tylisha Michelle *Currency: USD
 Requisition Name:

Default Options

Default: If you select this option, the defaults specified below will be applied to requisition lines when there are no predefined values for these fields.
 Override: If you select this option, the defaults specified below will override any predefined values for these fields, only non-blank values are assigned.

Line Defaults

Supplier: Category: 00001
 Supplier Location: Unit of Measure:
 Buyer:

Shipping Defaults

Ship To: C00318
 Due Date: Attention:

Accounting Defaults

Percent	Location	GL Unit	Account	Fund	Dept	Program	Class	PC Bus Unit	Project
	C00318	UMSYS	730000	0000	A1106002	0	0	UMSYS	00

Creating a Requisition – Step 2

» Add Items and Services


Create Requisition

1. Define Requisition 2. Add Items and Services 3. Review and Submit

Add lines to the requisition, specifying the information necessary to procure each item or service.

Search:

Templates Show-Me Shop Non-Catalog

Logo	Merchant	Description
	SHOW ME SHOP	Punchout to Catalogs

[Review and Submit](#)

» Home

Create Requisition ?

Welcome Hemeyer, Tylisha Michelle



Home



My Preferences



Requisition Settings



0 Lines



Checkout

Request Options

Search All

Search

Advanced Search

Enter search criteria or select from the menu on the right to begin creating your requisition.



Show-Me Shop

Browse Supplier Websites

[SHOW ME SHOP](#)



Non-Catalog Request

Create a non-catalog request



Templates

Browse Company and Personal Templates

Creating a Requisition – Non-Catalog

» Define Requisitions

Templates Show-Me Shop Non-Catalog

Order Goods and/or Services Not Available in the Item Master

* Item Description:

* Price: *Currency: USD

* Quantity: *Unit of Measure:

* Category: 00001 Due Date:

Vendor ID:

Vendor Item ID:

Manufacturer Name:

Manufact Item ID:

Additional Information

Send to Vendor Show at Receipt Show at Voucher

Add Item Clear

» Requisition Settings

Non-Catalog Request ?

Enter information about the non-catalog item you would like to order:

Item Details

*Item Description

*Price *Currency USD

*Quantity *Unit of Measure

*Category 00001 Due Date

Supplier

Supplier ID

Supplier Name

Supplier Item ID

Manufacturer

Manufacturer Name

Manufacturer

Mfg Item ID

Additional Information

Send to Supplier Show at Receipt Show at Voucher

Add to Cart

Creating a Requisition - Review & Submit

» Review & Submit

Create Requisition

1. Define Requisition | 2. Add Items and Services | 3. Review and Submit

Review the details of your requisition, make any necessary changes, and submit it for approval.

Business Unit: UMSYS System Administration
 *Requester: EDWARDSMELI Edwards, Melinda Ellen *Currency: USD

Requisition Name:

Requisition Lines

Line	Description	Vendor Name	Quantity	UOM	Price	Total
1	Truck		1.0000	Each	40,000.0000	40,000.00

Consolidate with other Reqs Override Suggested Vendor

Shipping Line: 1 Due Date: Quantity: 1.0000
 Status: Active *Ship To: C04915
 Attention: Edwards, Melinda Ellen

*Distribute by: Qty *Liquidate by: Amt

Accounting Lines

Line	MoCode	Status	Location	Quantity	Percent	Amount	GL Unit	Account	Fund	Dept	Program	Class	PC Bus Unit	Project
1		Open	C04915	1.0000	100.0000	40,000.00	UMSYS	730000	0090	A1106002			UMSYS	00

Total Amount: 40,000.00 USD

Select All / Deselect All

Justification/Comments

Send to Vendor Show at Receipt Show at Voucher

Do you need a jus

Add Justification Document

» Checkout-Review & Submit

Checkout - Review and Submit

Review the item information and submit the req for approval.

[My Preferences](#) [Requisition Settings](#)

Requisition Summary

Business Unit: UMSYS System Administration Requisition Name:
 *Requester: HEMEYERT Hemeyer, Tylisha Michelle
 *Currency: USD

Cart Summary: Total Amount 40,000.00 USD

Expand lines to review shipping and accounting details

Requisition Lines

Line	Description	Item ID	Supplier	Quantity	UOM	Price	Total	Details	Comments	Delete
1	Truck			1.0000	Each	40000.0000	40000.00			

Select All / Deselect All Select lines to:

Total Amount 40,000.00 USD

Shipping Summary

Requisition Comments

Enter requisition comments

Send to Supplier Show at Receipt Shown at Voucher

Approval Justification

Enter approval justification for this requisition


Creating a Requisition - Review & Submit Options

» Shipping, Attention To, Access to Accounting Fields

Checkout - Review and Submit

Review the item information and submit the req for approval.

 My Preferences

 Requisition Settings

Requisition Summary

Business Unit

System Administration

Requisition Name

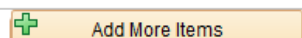
*Requester

Hemeyer, Tylisha Michelle

*Currency

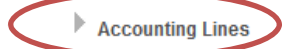
Cart Summary: Total Amount 40,000.00 USD

Expand lines to review shipping and accounting details



Requisition Lines

Line	Description	Item ID	Supplier	Quantity	UOM	Price	Total	Details	Comments	Delete
1	Truck			1.0000	Each	40000.0000	40000.00			
	Shipping Line 1		*Ship To <input type="text" value="C00318"/>	Quantity <input type="text" value="1.0000"/>		Price 40000.0000		Price Adjustment		
		Address	Procurement Operations 1105 Carrie Francke Dr Columbia, MO 65211-3100					Pegging Inquiry		
		Attention To	<input type="text" value="Hemeyer, Tylisha Michelle"/>					Pegging Workbench		
		Due Date	<input type="text"/>							



Select All / Deselect All

Select lines to:







Total Amount 40,000.00 USD

Creating a Requisition - Review & Submit Options

» Accounting Fields – Chartfields 1 vs 2 (and Personalization)

Requisition Lines ?

Line	Description	Item ID	Supplier	Quantity	UOM	Price	Total	Details	Comments	Delete
1	Truck			1.0000	Each	40000.0000	40000.00		Edit	

Shipping Line 1

*Ship To: C00318
 Address: Procurement Operations, 1105 Carrie Francke Dr, Columbia, MO 65211-3100
 Attention To: Hemeyer, Tylisha Michelle
 Due Date: [Date Picker]

Quantity: 1.0000
 Price: 40000.0000

Price Adjustment
 Pegging Inquiry
 Pegging Workbench

Accounting Lines

*Distribute By: Qty SpeedChart: [Field] *Liquidate By: Amt

Accounting Lines

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

Line	MoCode	Status	Dist Type	*Location	Quantity	Percent	Merchandise Amt	GL Unit	Entry Event
1		Open		C00318	1.0000	100.0000	40,000.00	UMSYS	

Select All / Deselect All Select lines to: Add to Template(s) Delete Selected Mass Change

Total Amount 40,000.00 USD

Accounting Lines

*Distribute By: Qty SpeedChart: [Field] *Liquidate By: Amt

Accounting Lines

Personalize | Find | View All | First 1

Account	Fund	Dept	Program	Class	PC Bus Unit	Project	Activity	Source Type	Category	Subcategory	Affiliate
730000	0000	A1106002	0	0	UMSYS	00					

Creating a Requisition – Review and Submit Options

The screenshot displays a software interface for reviewing and submitting a requisition. At the top, there is a navigation bar with five buttons: 'Save & submit' (with a checkmark icon), 'Save for Later' (with a bookmark icon), 'Add More Items' (with a plus icon), 'Preview Approvals' (with a refresh icon), and 'Add Justification Document' (with a document icon).

The main content area is titled 'Preview Approvals' and contains the following information:

- Requested For: Hemeyer, Tylisha Michelle
- Requisition Name: 0000012302
- Business Unit: UMSYS
- Status: Open
- Budget Status: Not Checked
- Number of Lines: 1
- Total Amount: 40,000.00 USD

Below this information is the 'ePro Approval' section, which shows a dropdown menu for 'Requisition 0000012302:Initiated' with a '+ Start New Path' button. Underneath, it indicates 'ePro Approval by auth signer' and shows a 'Not Routed' status. A flow diagram shows a box for 'Multiple Approvers' (Campus Department Approver) with plus and minus icons on either side.

At the bottom of the interface, there are two buttons: 'Return' and 'Apply Approval Changes'.

Creating a Requisition - Confirmation

» View Printable Version, Edit this Requisition

Confirmation

Your requisition has been submitted.

Requested For	Hemeyer, Tylisha Michelle	Number of Lines	1
Requisition Name	0000012302	Total Amount	40,000.00 USD
Requisition ID	0000012302		
Business Unit	UMSYS		
Status	Pending		
Budget Status	Not Checked		

 [View printable version](#)

 [Edit This Requisition](#)

 [Check Budget](#)

ePro Approval

▼ **Requisition 0000012302: Pending** [+ Start New Path](#)

ePro Approval by auth signer

Pending

 [Multiple Approvers](#) 
Campus Department Approver

[Apply Approval Changes](#)

Manage Requisitions

Manage Requisitions

Search Requisitions

To locate requisitions, edit the criteria below and click the Search button.

Business Unit: **Requisition Name:**
Requisition ID: **Request Status:** **Budget Status:**
Date From: **Date To:**
Requester: **Entered By:** **PO ID:**

Requisitions

To view the lifespan and line items for a requisition, click the Expand triangle icon: ▾

To edit or perform another action on a requisition, make a selection from the Action dropdown list and click Go.

Req ID	Requisition Name	BU	Date	Status	Budget	Total
▾ 0000012462	Mobile Inventory					
▾ 0000012403	0000012403					
▾ 0000012338	Heinkel Supplies					
▾ 0000012337	Rolla Supplies					
▾ 0000012331	Mobile Inventory					

Manage Requisitions

[Collapse section Search Requisitions](#) [Search Requisitions](#)

To locate requisitions, edit the criteria below and click the Search button.

Business Unit: [Look up Business Unit \(Alt+5\)](#) **Requisition Name:**
Requisition ID: [Look up Requisition ID \(Alt+5\)](#) **Request State:** **Budget Status:**
Date From: [Choose a date \(Alt+5\)](#) **Date To:** [Choose a date \(Alt+5\)](#)
Requester: [Look up Requester \(Alt+5\)](#) **Entered By:** [Look up Entered By \(Alt+5\)](#) **PO ID:**

[Show Advanced Search](#)

Requisitions Help

To view the lifespan and line items for a requisition, click the Expand triangle icon.

To edit or perform another action on a requisition, make a selection from the Action dropdown list and click Go.

Req ID	Requisition Name	BU	Date	Request State	Budget	Total		
Expand Section 0000012500	0000012500	UMSYS	05/06/2015	Pending	Not Chk'd	100,035,292.00 USD	<input type="text" value="[Select Action]"/>	<input type="button" value="Go"/>
Expand Section 0000012485	EP 41 - copy of EP22	UMSYS	05/04/2015	Pending	Not Chk'd	100,035,292.00 USD	<input type="text" value="[Select Action]"/>	<input type="button" value="Go"/>
Expand Section 0000012484	EP3 & EP34	UMSYS	05/04/2015	Pending	Not Chk'd	2,938,928.00 USD	<input type="text" value="[Select Action]"/>	<input type="button" value="Go"/>
Expand Section 0000012483	Test EP33	UMSYS	05/04/2015	Pending	Not Chk'd	1,000.00 USD	<input type="text" value="[Select Action]"/>	<input type="button" value="Go"/>
Expand Section 0000012476	Test EP 22	UMSYS	05/01/2015	Pending	Not Chk'd	100,035,292.00 USD	<input type="text" value="[Select Action]"/>	<input type="button" value="Go"/>
Expand Section 0000012471	TEST EP30 again	UMSYS	05/01/2015	Pending	Not Chk'd	1,462.00 USD	<input type="text" value="[Select Action]"/>	<input type="button" value="Go"/>

Manage Requisitions Options

The image displays a software interface for managing requisitions. It includes search filters, a table of requisitions, and three context menus showing available actions.

Search Filters:

- Requisition Name:
- Request Status:
- Date To:
- Entered By:

Table of Requisitions:

Requisition Name	Request State	Date To	Entered By
	All but Complete	All but Complete	
	Approved		
	Canceled		
	Complete		
	Denied		
	Open		
	PO Partially Canceled		
	PO Partially Completed		
	PO Partially Created		
	PO(s) Canceled		
	PO(s) Completed		
	PO(s) Created		
	PO(s) Dispatched		
	Partially Dispatched		
	Partially Received		
	Pending		
	Received		
	See Lines		

Context Menu 1 (Top Right):

- <Select Action...>
- Change Request
- Copy Requisition
- Receive Order
- Return to Vendor
- View Approvals

Context Menu 2 (Bottom Right):

- Approvals
- Cancel
- Check Budget
- Copy
- Edit
- View Cycle
- View Print
- [Select Action]

Context Menu 3 (Middle Right):

- [Select Action]

Approving a Requisition - Navigation

» eProcurement >
Approve Requisitions

» eProcurement > Manage
Requisition Approvals

Approve Requisitions

Search Requisitions
To locate requisitions that require your approval (or requisitions that previously required your approval), edit the criteria below and click the Search button.

Requisition ID: Requisition Name:

Business Unit: *Status: Pending

Date From: Date To:

Requester: Entered by:

Requisitions
To view the complete details and approve a Requisition, click the requisition ID link.

[Expand All](#) | [Collapse All](#)

Action/Status	Req ID	Requisition Name	Bus. Unit	Date	Requester
Pending	0000003857	Supplies	UMSYS	06/04/2008	Requester
Pending	0000003873	0000003873	UMSYS	07/08/2008	Requester
Pending	0000003878	0000003878	UMSYS	07/25/2008	Requester
Pending	0000003882	Textbooks	UMSYS	07/29/2008	Requester

» Can still navigate to the approvals page by:

- › Hyperlink in the email notification
- › Work List

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Manage Requisition Approvals

Search Requisitions
To locate requisitions that require your approval (or requisitions that previously required your approval), edit the criteria below and click the Search button.

Requisition ID: Requisition Name:

Business Unit: *Status: Pending

Date From: 03/25/2015 Date To: 03/26/2015

Requester: Entered by:

[Show Advanced Search](#)

Requisitions
To view the complete details and approve a Requisition, click the requisition ID link.

[Expand All](#) | [Collapse All](#)

Action/Status	Req ID	Requisition Name	Bus. Unit	Date	Requester	Entered By	Total
Pending	0000012324	Gym Equipment	UMSYS	03/25/2015	ePro Req- Receiving User	ePro Req- Receiving User	2,300.00 USD
Pending	0000012326	Testing EP1	UMSYS	03/26/2015	Requester	Requester	7,120.00 USD
Pending	0000012327	Test EP2, EP 32	UMSYS	03/26/2015	Requester	Requester	165.00 USD
Pending	0000012328	Test EP 4	UMSYS	03/26/2015	Requester	Requester	20,000.00 USD
Pending	0000012329	Test EP5	UMSYS	03/26/2015	Requester	Requester	2,700.00 USD

Approving a Requisition – Approve/Deny/Hold

Requisition Approval

Req Name: Textbooks
 Total: 35,000.00 USD
 Requester: [Requester](#)
 Entered on: 07/29/2008
 Status: Pending

Requester's Justification:
 National Bookstore
 123 Broadway
 Anywhere, MO 99999

[Edit Requisition](#)

Line Information

Line	Item Description	Vendor Name	Qty	UOM
<input type="checkbox"/>	1 Textbook, Biology		200.0000	EA
<input type="checkbox"/>	2 Textbook, Chemistry		200.0000	EA
<input type="checkbox"/>	3 Textbook, Anatomy		200.0000	EA

Select All / Deselect All
[View Line Details](#)

Review/Edit Approvers

Enter Approver Comments

Approve Deny

Requisition Approval

Business Unit UMSYS
 Requisition ID 0000001987
 Requisition Name Gym Equipment
 Requester Hemeyer, Tylisha Michelle
 Entered on 05/12/2015
 Status Pending
 Priority General
 Budget Status Not Checked

Total Amount 2,300.00 USD

Requester's Justification
 No justification entered by requester.

[View printable version](#)

Line Information [?](#)

Line Information Personalize | Find | [First](#) 1-2 of 2 [Last](#)

Line	Item Description	Supplier Name	Quantity	UOM	Price		Requester's Comments
<input type="checkbox"/>	1 Treadmill	PRECORINC-001	1.0000	EA	1500.00000	USD	
<input type="checkbox"/>	2 Stair Climber	PRECORINC-001	1.0000	EA	800.00000	USD	

Select All / Deselect All
[View Line Details](#)

Review/Edit Approvers

Enter Approver Comments

Approve Deny Hold

Invoices

- » Continue to send invoices received at the department level via email to
 - › UM Procurement Imaging Vouchers
 - › umprocimagingvouce@umsystem.edu
 - › apsspoinvoices@Missouri.edu
 - › apsspoinvoices@umkc.edu
 - › apsspoinvoices@mst.edu
 - › apsspoinvoices@umsl.edu
 - › apsspoinvoices@umsystem.edu

Receiving - Navigation

» eProcurement > Receive Items > Add New Receipt

Manage Receipts

Search Criteria

Received Date From

To

Show Status

Business Unit

Receipt ID

Ship To

PO Unit

PO ID

Search

Clear

Add New Receipt

Process Receipts

Inspection

Review ASN Receipt

Manage Return To Supplier

Select Purchase Order

Search Criteria

PO Unit

Days +/- Today

ID

Start Date

Line / Schedule /

End Date

Release

Supplier Name Supplier Lookup

Item ID

Supplier Item ID

Ship To

Manufacturer ID

Ship Via

Manufacturer's Item ID

Retrieve Open PO Schedules

Search

Receipt Qty Options

No Order Qty

Ordered Qty

PO Remaining Qty

OK

Cancel

Refresh

Receiving

Maintain Receipts

Receiving

Business Unit UMSYS

Receipt Status Open



Receipt ID NEXT

Add Header Comments

Activities

Header Details

Header

Requester

Department Appl. Sppt HR/PYRL

Location Code C09423 Locust St East-Rm IT

Address Line 1 Division of IT

Address Line 2 615 Locust St

Address Line 3

Building # C301

City Columbia

Postal Code 65211

State MO

Close Short All Lines

Print Delivery Report

Run PO

Select Purchase Order

Receipt Lines

Personalize |

Receipt Lines More Details Links and Status Item / Mfg Data Optional Input Source Information

Line	Description	Receipt Qty	Receipt Price	Accept Qty	Status
1	Kronos INTOUCH 9000 H3, Standa	1.0000	2000.00000	1.0000	Open

Interface Receipt

Run Close Short

Interface Asset Information

Save Notify Refresh

Open Labs

June 1st	Columbia & System	General Services Building Room 25
June 2nd	St Louis	Express Scripts Hall Room 106
June 3rd	Missouri S&T	Engineering Management Room 235
June 4th	Kansas City	Education Room 34

Resources

» Finance Support Center

- › Email – financesupport@umsystem.edu
- › Phone – Toll Free at 1-877-752-3334

» Training Guides

- › http://www.umsystem.edu/ums/fa/finance-support-center/peoplesoft_financials

» Accounts Payable Shared Services

- › <http://www.umsystem.edu/oei/sharedservices/apss>

» Campus Accounting Office