



RUTGERS

University Procurement Services
Training

Initial Set Up



Bank Account Set Up

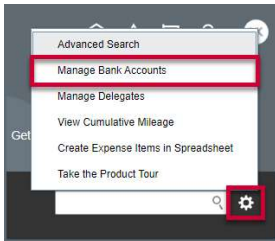


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When accessing Expense Management for the first time, you will want to set up your bank account so that you can receive your reimbursements via direct deposit.

1 In the Expense Management tile, click on the **gear icon** in the top right hand corner then **'Manage Bank Accounts'** to input your banking info.



2 Click the **+** icon on the left to add a Bank Account. **Note: Bank Accounts can only be set up by the employee.**



3 Enter the required fields along with the bank and branch then click **'Save and Close'**. The account should be identified as the Primary account.

!
This site is **NOT** the same as direct deposit for your paycheck!

i **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.

Designating a Primary Bank Acct

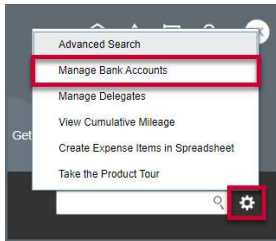


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1 In the Expense Management tile, click on the **gear icon** in the top right hand corner then **'Manage Bank Accounts'**.



2 Click the **+** icon on the left to add a new Bank Account.



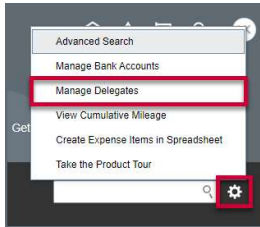
3 All banking accounts are listed and cannot be removed. Select your new account and click the **'Primary'** button to designate it as the Primary one.



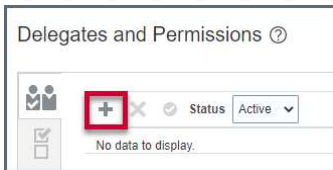
Delegate Set Up and Removal

In order for another individual to enter expense reports on your behalf, you must assign them as a delegate within the system.

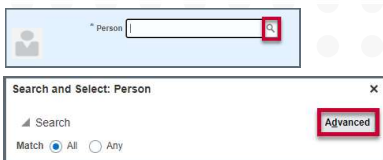
- 1 In the Expense Management tile, click on the **gear icon** in the top right hand corner then **'Manage Delegates'** to add someone



- 2 Click the **+** icon on the left to enter a new delegate.



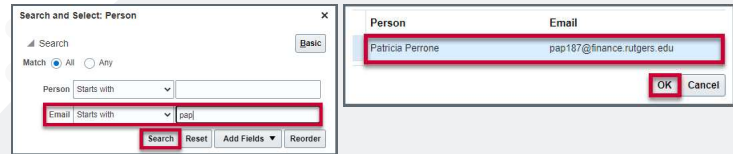
- 3 Click on the **magnifying glass** to search for someone, then click **'Advanced'**.



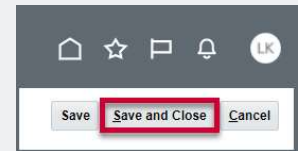
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- 4 Type the beginning of the delegate's email address, then click **'Search'**. Click the name of the person wanted, then click **'OK'**. Make sure to search by the person's proper net ID/email to find that person in the system.

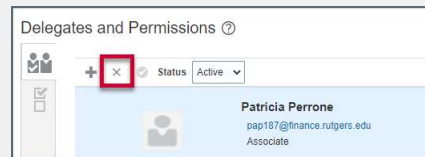


- 5 Click **Save and Close** in the top right hand corner. You must complete this step in order for the delegate to see your name in their dropdown list.



To Deactivate a Delegate:

- 6 Click on the delegate on your list, then click the **X**. The name will continue to appear; however, you will see they are no longer active.





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Creating an Expense Report



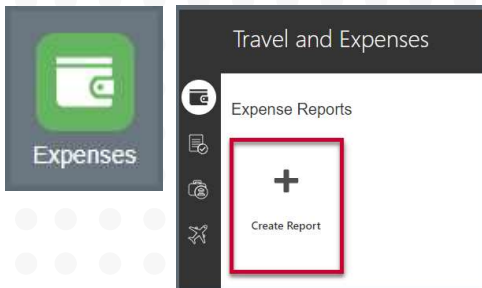
Creating an Expense Report



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1 On the Expense homepage, click the **'Create Report'** tile.



2 Add the purpose for the reimbursement. It should contain the who, what, where, when, and why.

Create Expense Report ?

* Purpose

Attachments None +

3 Select the **Payment Method** using the dropdown.
ACH-BOA-PPD - Direct deposit to employee bank account from Rutgers Bank of America account
Check-BOA-EXP - Check payment from Rutgers Bank of America account
Wire - Wire payment (**DO NOT USE**)

Report Total

Payment Method ACH-BOA-PPD

Employer Pays You 0.00 US

ACH-BOA-PPD
Check-BOA-EXP
Wire

4 To add items to your report, click the **'Create Item'** button under **Expense Items**.

Expense Items

Actions + Create Item Add Existing Apply Project Apply Account

No data to display.

Creating an Expense Report



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5

Fill out the required fields in the form:

- **All fields with an asterisk must be filled out in order for the report to be submitted; otherwise, an error will occur.**

Date - Select today's date

Template - Use the dropdown to pick a template. In most cases it will be Rutgers Business Unit Expenses; all other templates are for Athletics

Type - Choose the appropriate Expense Type from the dropdown menu. Different expense types ask for different information

Amount - Enter the dollar amount for the specific item

Merchant Name - Enter the company/ business name

Checkout Date - Enter the date you checked out

- Other fields without the asterisk may be filled out as well if deemed necessary; for example, the **Description** field. Some expenses are self-explanatory and do not require further description while others might, as a description is helpful to approvers.

Account - Each expense item carries its own accounting information. The GL account associated with the traveler automatically populates. **If you need to change the accounts being charged, please see the next section.**

Attachments - Add attachments to the Expense Item. The attachments should be specific to that expense, unless all attachments are scanned as one document and labeled clearly.

GL String and Project Account Entry



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1

GL String Entry:

If you need to change the GL account being charged, click the **blue icon** next to account field and the full string will show in a separate box.

2

Change the value in each box corresponding to the appropriate string segment. You can also use the dropdown menu and the search feature. Click **OK** to keep changes.

3

Project Account Entry:

Six digit project numbers can be entered into the appropriate field or can be found using the search feature. When entered, a task number will prepopulate. Depending on the type of account a contact number and funding source will as well. Projects also have a string associated with the number. If the string segments in the project number differ from those in the GL string account box, **DO NOT CHANGE**. Project string will be charged.

4

Click the **magnifying glass** icon to open the search. Click on a value to select it, then click **OK**. If needed fill in the other project related fields i.e., Expenditure Organization, Project Transaction Location, Project Transaction Business Line. These fields are not required. **DO NOT USE Expenditure Organization RUTGERS BU.**

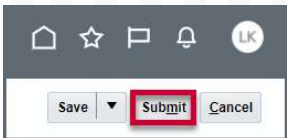
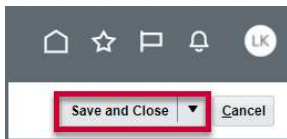
Submitting, Printing and Withdrawing an Expense Report



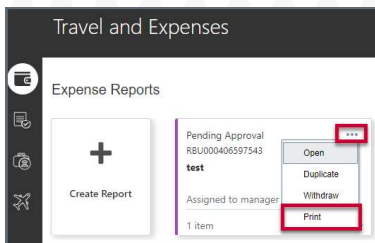
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- 1 When all the items have been added to the report, click **'Save and Close'** then **'Submit'** in the top right hand corner.



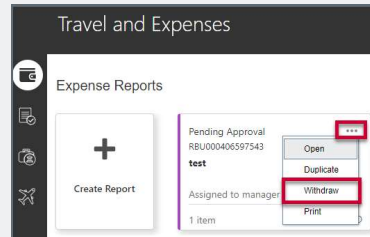
- 2 Back on the expense tile; Print the report by clicking the **three dots** in the top right hand corner of the expense report, then Click **'Print'**. Please note, no attachments will be shown.



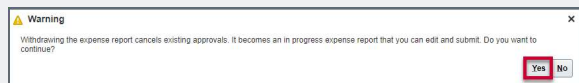
Withdrawing an Expense Report:

Reports may be sent back to the preparer by one of the approvers or auditors to make changes or add attachments. In order to edit any expense report that has been submitted, the report needs to be withdrawn from the approval process. Withdrawing the report does not delete any information already entered. Reports can be withdrawn only from the Expenses tile and not from within the report itself.

- 1 On the Expense tile, identify the report you wish to withdraw. Click the **three dots** in the top right of the report and **'Withdraw'**.



- 2 Click **'Yes'** when the dialogue box opens asking "Do you want to continue?" The report status will change to **Not Submitted**.



Requesting a Cash Advance

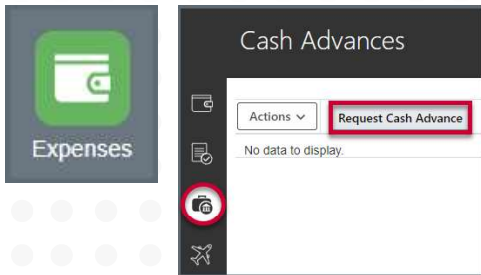


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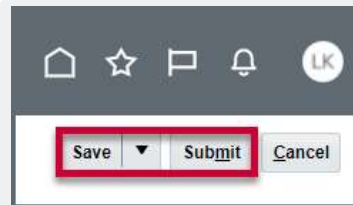
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You can use the Financial Management System to request cash advances for work-related expenses that you are going to incur. Delegates cannot request a cash advance on behalf of someone else.

1 In the Expense tile, click the **'Cash Advances'** icon on the left side navigation, then **'Request Cash Advance'**.



3 When all the items have been added to the report, click **'Save'** then **'Submit'** in the top right hand corner. This will send the request to the Finance Approver.



2 Enter the required fields - **Amount, Purpose, Type, Trip start and End date, and attach necessary backup justification.**

* Advance Amount	<input type="text"/>	USD - US Dollar
* Purpose	<input type="text"/>	
Advance Type	Travel ▾	
Trip Start Date	<input type="text"/>	<input type="button" value="📅"/>
Trip End Date	<input type="text"/>	<input type="button" value="📅"/>
Attachment	None +	