**Access to Expense Tool**
To access the tool, you would go to my.rutgers.edu and click on Log In (right corner). Once in, go to the Finance section (you may need to click on the More box in the center bottom to see more options). Click on Expense Management.

**Training for Expense (Employee)**
Web-based training is located at
- Go into [https://onlinelearning.rutgers.edu/canvas](https://onlinelearning.rutgers.edu/canvas).
- From there, click on Canvas Login
- Sign in with your NetID and password
- Go into Dashboard on the left
- Click on Expense Management Course Pathway
- Click on Modules
- The section EX010 has the tutorial for Enter and Submit Expense Reports

**Training for Check Request (Non Employee)**
Web-based training is located at
- Go into [https://onlinelearning.rutgers.edu/canvas](https://onlinelearning.rutgers.edu/canvas).
- From there, click on Canvas Login
- Sign in with your NetID and password
- Go into Dashboard on the left
- Click on Expense Management Course Pathway
- Click on Modules
- The section EXS010 has the tutorial for Check Request Submittal

**Questions about Original Receipts**
The Original receipt required column tells you what items need receipts. It does not stop you from submitting your expense report. It is up the department if originals need to be saved. **Also, there is no need to send anything to Accounts Payable.**

**Requires Action (needs receipts)**
If an employee receives notification that their report Requires Action, they should
1. Click on the Notification Bell
2. Open the notification
3. Make the necessary corrections or to upload required receipts, click on the +
4. Click Ok
5. Go up to Actions in the top right corner and from the drop down, choose Submit Information

**Reports Returned with Error Messages**
Click on the error message, not the report number. Correct the errors or add the necessary information. Click ok then go to Actions in the top right corner and from the drop down, choose Submit Information

**Withdraw and Resubmit**
Please ask the user to withdraw the report and re-submit it. To withdraw, go to the home page, and click on “In Approval” in the Expense Report box. It will bring up the expense report. Click on the area below the RBU so that the section highlights. Then just above the report number they will see Actions with a down arrow. Click on the arrow and they will see the word Withdraw. Click on Withdraw and then you can go back in, make any changes and hit Submit.
**Travel Approval Form (RBHS)**

You would go to my.rutgers.edu and click on Log In (right corner). Once in, go to the Finance section (you may need to click on the More box in the center bottom to see more options). Once you see Finance, the first box on the left is Accounts Payable and Travel Forms.

**Travel Order Form (Rutgers)**

Thanks for your inquiry. Please continue to use the old Travel Order website in order to confirm your travel reservations with the approved Travel Agencies. If at all possible, please manually write-in the new G/L string visibly somewhere on the face of the Travel Order form. If the travel is related to a Project, please manually write-in the project string (instead of the G/L string) along with the project number, if available. You may complete the rest of the Travel Order form in the same manner as usual.

Currently we working on modifying the Travel Order form to comply with the new system. Until then, please temporarily use this procedure for your Department’s travel arrangements when applying the Direct Billing Option for travel.

Thank you for your patience.

**Personal Car Mileage Reimbursement prior to 9/1**

When you begin the expense, you must choose a date after 9/1 even if the charge is before. In the description field, note the real date of the charge and explain that you needed to use a post 9/1 date in order to enter it.

**Spreadsheet**

We have found that the first time you use the spreadsheet, it will not show. So you have to create an expense in the tool and just Save it. Once you do, you can go into the Spreadsheet option and it will show up.

**Delegate**

First, you have to be set up as the delegate for that employee. To do that, the employee will have to go under the Task icon.

Choose Manage Delegates. Once in Delegates and Permissions, click on the +. Click on the magnifying glass next to Person. Search and Select: Person will come up.

Click on Advanced button.
Under email, type the beginning of the delegate’s email address and click Search. The person’s name should come up below. Highlight the line with the email address and click OK.

Click on the magnifying glass next to Person. Search and Select: Person will come up.

Click on Advanced button.
Under email, type the **beginning** of the delegate’s email address and click Search. The person’s name should come up below. Highlight the line with the email address by clicking on it and click OK.
How do I change the account string?
The account string can be changed by clicking on next to the account number. Once it is clicked on, it will drop down to show the individual string segments. The one segment you do not change is Account since that indicates the type of expense you selected.

Cash Advances
Cash advances may only be submitted by employees, not delegates.

Entering a Cash Advance from Pre-Go Live
Choose Expense type Travel – Other and make the amount as a negative. For example:
Bank Types
- ACH-BOA-PPD = direct deposit to employee bank account from Rutgers Bank of America account
- Check BOA = check payment from Rutgers Bank of America account
- Wire = wire payment

Check Banking Info

Creating a Spreadsheet
1. Click on the Task icon and choose Create Expense Items in Spreadsheet
2. A screen will pop up wanting to open CreateExpenseItems.xlsx. Click OK.

3. Excel will open and you will need to click on Enable Editing.

4. A box will pop up asking if you want to connect. Click Yes.
5. Log in to Rutgers CAS with your Net ID and password.

6. The following screen will show up indicating that is loading.

7. The spread sheet will pop up and then the fields can be populated. Some are drop down boxes. If you are creating this report on behalf of someone else, then click on Select Report Owner and choose their name from the drop down list. You must be a
Finance Approver Mapping Issues

We are experiencing approval mapping issues and are working on resolving the issue. We appreciate your patience while we work to resolve the issue. We would suggest that you withdraw your report so that when the mapping is working, you can resubmit the report. To withdraw, go to the home page, and click on “In Approval” in the Expense Report box. It will bring up your expense report. Click on the area below the RBU so that the section highlights. Then just above the report number you will see Actions with a down arrow. Click on the arrow and you will see the word Withdraw. Click on Withdraw. Once the issue has been resolved, an email will be sent notifying that the expense reports can be resubmitted.

Adding Banking Information

If you need to submit your banking info for Expenses, go to the Task Icon on the right side of the page.

Choose Manage Bank Accounts. Once in there, click on the + to add your banking info. Complete all of the info with a * and you also need to add your Bank and Branch.
Once the info is entered, Click on Save and Close. The final step is to make you bank the Primary so you would click next to Valid to highlight the row. Then click on Primary. A check box should show up to the left of your bank name.

**Creating a Cash Advance**
First go into the Home page and go over to the right. From the Actions drop down, choose Request Cash Advance
Setting Up Vacation Rules

Vacation rules can be set from the approver’s login. While setting up vacation rules the user has an option to either Re-Assign the expense report or Delegate it. The difference here, apart from what was discussed in the previous section is:

- **Re-Assign**: Removes the expense report from the default approver’s queue and sends it to the person whom it has been re-assigned to.
- **Delegate**: Workflow appears simultaneously in both logins, in essence, the default approver’s and the person whom it has been delegated to.

Illustrated steps to set up vacation rules:

- Login and navigate to **Financials** from the notification icon as shown in the screenshot here:
• Select **Preferences**

![BPM Worklist](image1)

• Once the vacation rule page appears, the following fields need to be entered:
  
  o **Enable vacation period** – Tick the box
  o **Start and End date** – range of the vacation period
  o **Reassign to OR**
  o **Delegate to** (Both re-assign and delegate options cannot be used simultaneously)

![BPM Worklist](image2)