

Spring 2016 Updates to the University of Missouri Financials System

This is the fourth in a series of emails being sent to highlight new functionality that will be available after updates are implemented in PeopleSoft Finance the last weekend of April. Training materials have been updated to reflect the new features or functionality.

Travel and Expenses Approver Page Updates

Approve Expense Report - Expense Summary

Following the Spring 2016 Update, the Approve Expense Report pages will have a new look and will more closely resemble the traveler's expense report creation page. The Approve Expense Report pages have been revamped to show the Expense Report information in a more concise fashion.

Approve Expense Report – Expense Details

When viewing the Expense Details page the approver can either 'Expand Lines' or 'Expand All'.

Expand Lines: Displays expense details for all lines

Expand All: Displays expense details and accounting details for all lines.

View Analytics Option for Approvers

From either approval page (Summary or Details), the approver will now have access to the View Analytics link.

Approve Expense Report - Expense Summary

CTRAVELER01 CTRAVELER01

Business Purpose: Miscellaneous
Description: Dept Ad Expenses
Reference
Accounting Date: 04/19/2016
Budget Status: Not Budget Checked

Report: 000216100 Submitted by Approver
Created: 04/19/2016 CTRAVELER01 CTRAVELER01
Last Updated: 04/19/2016 CTRAVELER01 CTRAVELER01
Accounting Template: STANDARD

Totals

Employee Expenses (2 Lines)	82.70 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

Amount Due to Employee: 82.70 USD
Amount Due to Supplier: 0.00 USD

When accessed, approvers will see summarized expense information for the Expense Report. They may view Expenses by Day, Totals by Department (DeptID), or Totals by Project/Activity.

Expenses by Day | Totals by Department | Totals by Project / Activity

GL Business Unit	Department	Total Amount
COLUM	C0660002	40.00
COLUM	C0710003	10.00
COLUM	C0745364	15.00
COLUM	C0760032	17.70
Total (USD)		82.70

Return