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.

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.