Feinberg Expenses Info Exchange Session

Expense Reports Electronic Approvals
What is Changing?

• No printing and signing paper Expense Report
  – New Electronic Certification
  – New Workflow order
  – New Email notifications

• Phased roll-out through July 2015
  – Deans/backups will approve their faculty/staff expense reports electronically.
  – Deans will continue to print, sign, & attach their own expense reports until rollout is complete.

• Includes Expense Reports for Reconciling Advances
What is Not Changing?

• Scanning & Attaching
  – Receipts
  – 90 day form
  – Policy Exception Requests
  – Other supporting documentation

• Requesting an Advance – Travel Authorizations
  – Remains paper-based at this time (attachments preferred)
Coming June 1<sup>st</sup>!

<table>
<thead>
<tr>
<th>PILOT: November 2014</th>
<th>December 1, 2014</th>
<th>February 1, 2015</th>
<th>April 1, 2015</th>
<th>June 1, 2015</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bienen School of Music (pilot)</td>
<td>Bienen School of Music</td>
<td>Central Administration</td>
<td>McCormick School of Engineering</td>
<td>Athletics</td>
</tr>
<tr>
<td>McCormick School of Engineering: ESAM (pilot)</td>
<td>Medill School of Journalism</td>
<td>Alumni Relations and Development</td>
<td>School of Communication (SOC)</td>
<td>Feinberg School of Medicine</td>
</tr>
<tr>
<td>Medill School of Journalism (pilot)</td>
<td>Financial Operations</td>
<td>Kellogg School of Management</td>
<td>School of Professional Studies (SPS)</td>
<td>Student Affairs</td>
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<tr>
<td>Financial Operations (pilot)</td>
<td>NUIU</td>
<td>NUQ</td>
<td>School of Education and Social Policy (SESP)</td>
<td>School of Law</td>
</tr>
<tr>
<td>NUIU: FFRA</td>
<td>Undergraduate Admissions</td>
<td>The Graduate School</td>
<td></td>
<td></td>
</tr>
<tr>
<td>NUIU: ADEA</td>
<td>University Enrollment</td>
<td>University Library</td>
<td></td>
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</tr>
<tr>
<td>NUIU: PMO/ET</td>
<td></td>
<td></td>
<td>Weinberg College of Arts &amp; Sciences (WCAS)</td>
<td></td>
</tr>
</tbody>
</table>
Workflow routing for employees with multiple appointments
Workflow routing for employees with multiple appointments

- Employees with multiple appointments will not see this functionality until all of their schools have implemented the Expenses Electronic Approval process.
- They will continue to submit a signed expense report until then.
- Implementation is expected to complete by July 2015.
Workflow routing for employees *without* multiple appointments
EMPLOYEE CERTIFICATION
(SELF-SUBMITTED)
Employee Certification

### Save Confirmation

**Report ID:** 0000268389

<table>
<thead>
<tr>
<th>Expense Report Totals</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Employee Expenses:</strong></td>
<td>38.66 USD</td>
<td><strong>Due Employee:</strong></td>
</tr>
<tr>
<td><strong>Non-Reimbursable Expenses:</strong></td>
<td>0.00 USD</td>
<td><strong>Due Vendor:</strong></td>
</tr>
<tr>
<td><strong>Prepaid Expenses:</strong></td>
<td>0.00 USD</td>
<td></td>
</tr>
<tr>
<td><strong>Employee Credits:</strong></td>
<td>0.00 USD</td>
<td></td>
</tr>
<tr>
<td><strong>Vendor Credits:</strong></td>
<td>0.00 USD</td>
<td></td>
</tr>
<tr>
<td><strong>Cash Advances Applied:</strong></td>
<td>0.00 USD</td>
<td></td>
</tr>
</tbody>
</table>

I certify that I have paid out these amounts for University-related activities in support of the business purpose listed and in accordance with University policies and procedures, that sponsored project expenses contain no charges for alcoholic beverages or other unallowable items, and that I have not previously received nor will I receive separate reimbursement from Northwestern University or any other entity for any charges I am submitting on this form.

Click OK to submit, or click Cancel to return to the expense report without submitting.
EMPLOYEE CERTIFICATION
(IF PROXY SUBMITTED)
Workflow Example
Employee Email Example

Subject: Expense report 0000245565 for Mette, Will requires your attention

An expense report has been submitted that requires your action:

Employee ID: 2690440
Employee Name: Mette, Will
Submission Date:
Report Description: Sample Certification & Routing
Report ID: 0000245565
Business Purpose: Department Gatherings
Total Amount: 195.00 USD
Reimbursement Amount: 195.00 USD

You can navigate directly to the approval page by clicking the link below:

http://nufin.northwestern.edu/psp/fmsprd/EMPLOYEE/ERP/c/NU_WORKFLOW.NU_WF_INBOX.GBL Action=U&SESSION_ID=0000245565&ACCOUNT=76767&DEPTID=4011200

Below are, depending on your role, the minimum responsibilities for certification or approval of this expense report.

**Employee Certification**
- Requests permission for travel from the appropriate supervisor or confirms authorization from the sponsor.
- Verifies that the submitted travel expenses are ordinary and necessary expenses of traveling away from home on authorized University business.

Expenses Supervisor Approval (The department chair or faculty supervisor approves travel for faculty, the immediate supervisor approves for staff)
- Acknowledges prior approval to travel for period of the trip.
- Validates the stated business purpose of the trip.
- Agrees that the total expense reimbursement complies with University policy and is reasonable given their knowledge of the nature of the trip.

More detail on the roles and responsibilities is available at the Financial Operations website.
Authentication

- Signing into NUFinancials to approve
- Use VPN off-campus to connect

http://www.it.northwestern.edu/vpn
Employee Certification

- Approve
- Send Back with comments
# Employee Certification

## Approve Expense Report

**Submit Confirmation**

<table>
<thead>
<tr>
<th>Will Mette</th>
<th>Report ID: 0000245565</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Expense Report Totals</th>
<th>Report</th>
<th>Due Employee</th>
<th>Due Vendor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee Expenses:</td>
<td>195.00 USD</td>
<td>195.00 USD</td>
<td></td>
</tr>
<tr>
<td>Non-Reimbursable Expenses:</td>
<td>0.00 USD</td>
<td>0.00 USD</td>
<td>0.00 USD</td>
</tr>
<tr>
<td>Prepaid Expenses:</td>
<td>0.00 USD</td>
<td></td>
<td></td>
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☑️ **OK**  ☐ **Cancel**
SUPERVISOR APPROVAL
Supervisor Email Example

Subject: Expense report 0000245565 for Mette, Will requires your attention

An expense report has been submitted that requires your action:

Employee ID: 2690440
Employee Name: Mette, Will
Submission Date: [Date]
Report Description: Sample Certification & Routing
Report ID: 0000245565
Business Purpose: Department Gatherings
Total Amount: 195.00 USD
Reimbursement Amount: 195.00 USD

You can navigate directly to the approval page by clicking the link below:

http://nufin.northwestern.edu/psp/fmsprd/EMPLOYEE/ERP/c/NU_WORKFLOW.NU_WF_INBOX.GBL?Action=U&Sheet_ID=0000245565&ACCOUNT=76767&DEPTID=4011200

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- Use VPN off-campus to connect

http://www.it.northwestern.edu/vpn
Supervisor Approval

- Approve
- Send Back with comments
If you don’t have the email link...

- [https://nuportal.northwestern.edu/](https://nuportal.northwestern.edu/)
- Use VPN off-campus to connect
If you don’t have the email link...
FASIS Expense Supervisor

- Initially pre-populated to COI “Reports To”
FASIS Expense Supervisor Backups

- By FASIS Dept ID
- Up to 2 backups
SC031 Expenses Approval Summary

- Cognos > FFRA > School > Supply Chain
<table>
<thead>
<tr>
<th>Expense Report ID</th>
<th>Employee ID</th>
<th>Reimbursable Name</th>
<th>Submitted Date</th>
<th>Expense Report Description</th>
<th>Business Purpose</th>
<th>Comments</th>
<th>Travel Start Date</th>
<th>Travel End Date</th>
<th>Total Amount</th>
<th>Supervisor Approver(s)</th>
<th>Approved Date</th>
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<tbody>
<tr>
<td>0000245597</td>
<td>1076071</td>
<td>Ernst, Gary Alan</td>
<td>9/29/14</td>
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<td>9/5/14</td>
<td>9/7/14</td>
<td>$13,698.72</td>
<td>DeRose, Roberto</td>
<td>10/27/14</td>
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<tr>
<td>0000245623</td>
<td>2690440</td>
<td>Mette, Will</td>
<td>10/10/14</td>
<td>DeptGather</td>
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<td>9/7/14</td>
<td>$38,340.00</td>
<td>DeLeo, Aaron J</td>
<td>10/27/14</td>
</tr>
</tbody>
</table>

Legend: Approved at earlier level
Routed but not approved
Updated to include new Expenses Workflow

Cognos > FFRA > School > Supply Chain
Next Steps

- Communicate changes to your faculty and staff
- *Set-up Supervisor Backups in FASIS*
- Review Training Materials
- Call 1-HELP (847-491-4357) with any questions
- [http://ffra.northwestern.edu/announcements/expenses-supervisor.html](http://ffra.northwestern.edu/announcements/expenses-supervisor.html)