



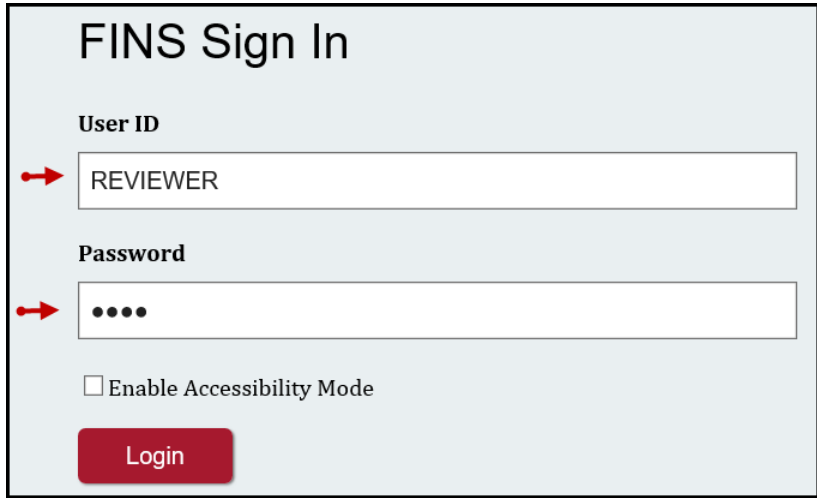
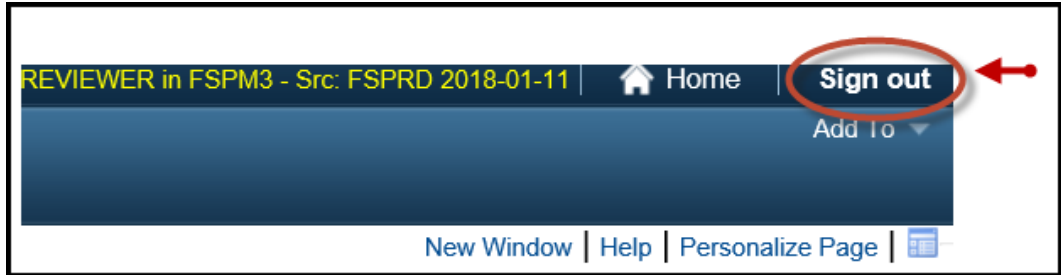
REVIEWER

GENERAL UNIVERSITY - EXPENSE QUICK REFERENCE FOR REPORTS

1. Help & Support

| Payment Services | |
|---|--|
| Questions regarding the use of the Expense application, contact Payment Services. | |
| Help Line | 778-782-7087 |
| Email: | tex_help@sfu.ca |
| URL: | http://www.sfu.ca/finance/departments/payments/travel-and-expenses.html |

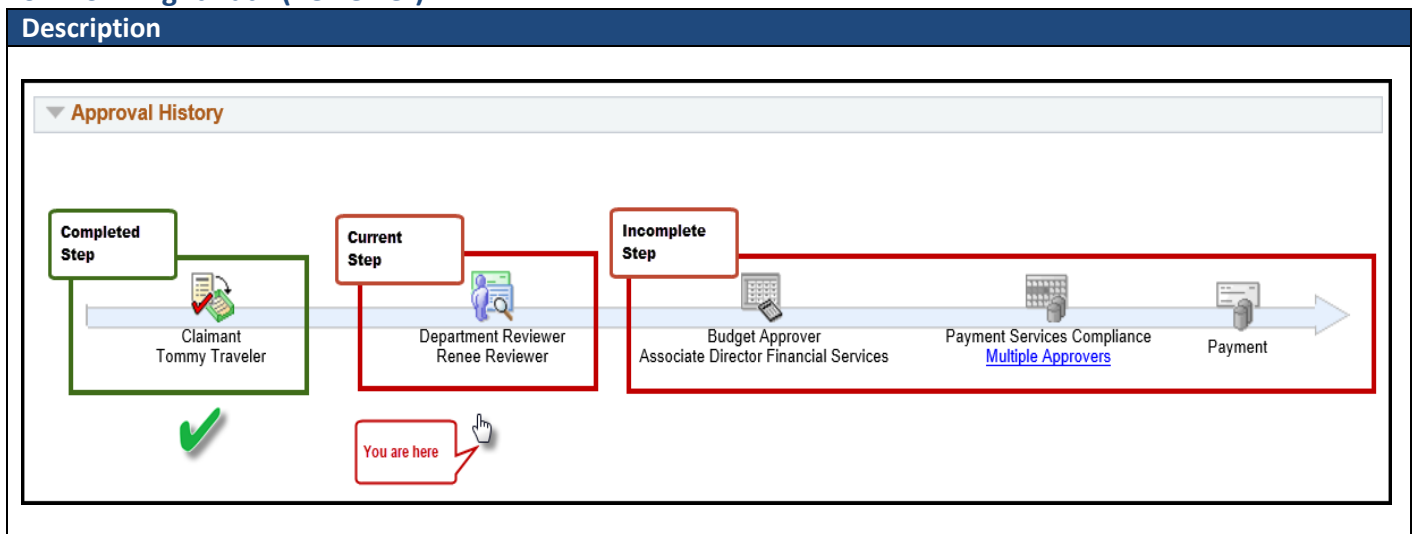
2. Logging In and Out of PSFT FINS

| Description | |
|----------------|---|
| Log In | <p>In your web browser, go to fins.sfu.ca, then log in with your SFU user account name and password.</p>  |
| Log Out | <p>From any FINS page, click on the "Sign Out" link in the top right corner of the page.</p>  |

3. Responsible For

| | |
|------------------------|--|
| Manual Check | <ul style="list-style-type: none"> Reviewer required to sign into PSFT FINS every day and check their console for any expense reports waiting their review. Reviewer should notify the Budget Approver when the expense reports is awaiting their approval. |
| Responsible For | <ul style="list-style-type: none"> Ensure that Expense Receipt images are sharp, clear, legible and of good quality. Confirm that all appropriate and supporting documentation is attached to the Expense Report. Obtain extra or additional approvals and attach to expense report as supporting evidence Apply business rules, procedures and policies consistently per Travel Policy AD 3.02: https://www.sfu.ca/content/dam/sfu/finance/Payments/BusinessAndTravelExpenseProceduresJune2016.pdf Add an appropriate explanation in the comment box when a line item is sent back for revision. Communicate any changes or edits to the Claimant prior to processing the claim. Communicate any items of interest for the Budget Approver prior to reviewing. Verify that receipt information matches what has been entered in FINS. Responsible for reviewing your transactions in a timely manner. |

4. Workflow Flight Path (Reviewer)



5. Review Expense Report

| | |
|----------------------------|--|
| Description | |
| My Pending Approval | Step 1: Click the “Exp Rpt Pending Approval” hyperlink and navigate to the “Approve Transactions” page. |

Step 2: From the Transactions to Approve, select the appropriate Expense Report by hovering over the [Description](#) or [Transaction ID](#) hyperlink then click to drill in.

| Select | Total Amount | Carr | Budget Status | Name | Employee ID | Description | Transaction ID | Business Purpose | Date Submitted | Status | Role |
|-------------------------------------|--------------|------|--------------------|-----------------|-------------|--------------------------------|----------------|------------------|----------------|------------------------|----------|
| <input checked="" type="checkbox"/> | 57.00 | CAD | Not Budget Checked | Traveler, Tommy | 888888880 | Test Reviewer | 0000197994 | BTRVL | 01/18/2018 | Submitted for Approval | Reviewer |
| <input type="checkbox"/> | 70.00 | CAD | Not Budget Checked | Traveler, Tommy | 888888880 | Test 2 | 0000197988 | BTRVL | 01/24/2018 | Submitted for Approval | Reviewer |
| <input type="checkbox"/> | 15.00 | CAD | Not Budget Checked | Traveler, Tommy | 888888880 | Lunch Meeting | 0000197989 | INMTG | 01/24/2018 | Submitted for Approval | Reviewer |
| <input type="checkbox"/> | 16.66 | CAD | Not Budget Checked | Traveler, Tommy | 888888880 | Office supplies | 0000197995 | BTRVL | 02/07/2018 | Submitted for Approval | Reviewer |
| <input type="checkbox"/> | 27.73 | CAD | Not Budget Checked | Traveler, Tommy | 888888880 | Office Supplies (good receipt) | 0000197996 | BTRVL | 02/07/2018 | Submitted for Approval | Reviewer |

Attachment

Step 1: Click the [Attachments](#) hyperlink to transfer to the Expense Report Attachments page, which allows the Reviewer to review receipts and other supporting documents related to the expense report.

Step 2: From the Expense Reports attachment secondary page, hover over the [File Name](#) hyperlink and click to open the attachment. User will be transferred to a 'new' browser tab.

Expense Report Attachments

Report ID 0000197984

Details Personal

| File Name | Description | User | Name |
|--------------------|-------------|------|------|
| Dummy_Receipts.pdf | Receipt | | |

Adding large attachments can take some time to upload, therefore, it is advisable to save the transaction before adding large attachments.

Step 3: Click Open

If the browser indicates your download has been blocked, permit the download by clicking on its Information Bar and selecting "Download File...".

Please close this window after download has completed ...

Internet Explorer

What do you want to do with Dummy_Receipts.pdf?

From: fins-dev.sfu.ca

The file won't be saved automatically.

Step 4: To return to the Expense Report, close tab.

Internet Explorer

<https://fins-dev.sfu.ca/psc/fspm3/viewredirect/vCD1QLI78o5oYlk3bm16m74Jaf7oy0...>
Approve Transactions
fins-dev.sfu.ca

File Edit Go to Favorites Help

PeopleSoft Financials and ...
 PeopleSoft FSCM 9.2 Peo...
 Finance Program Phase T...
 Free Resources & Exam Q...
 Free Resources & Exam Q...
 Home - Finance Program

The Panini Experience

Register: 3 8/17/09
Order # 190 1:43PM
 00834

1 Santa Fe Chix 8.50

Combo 3.50

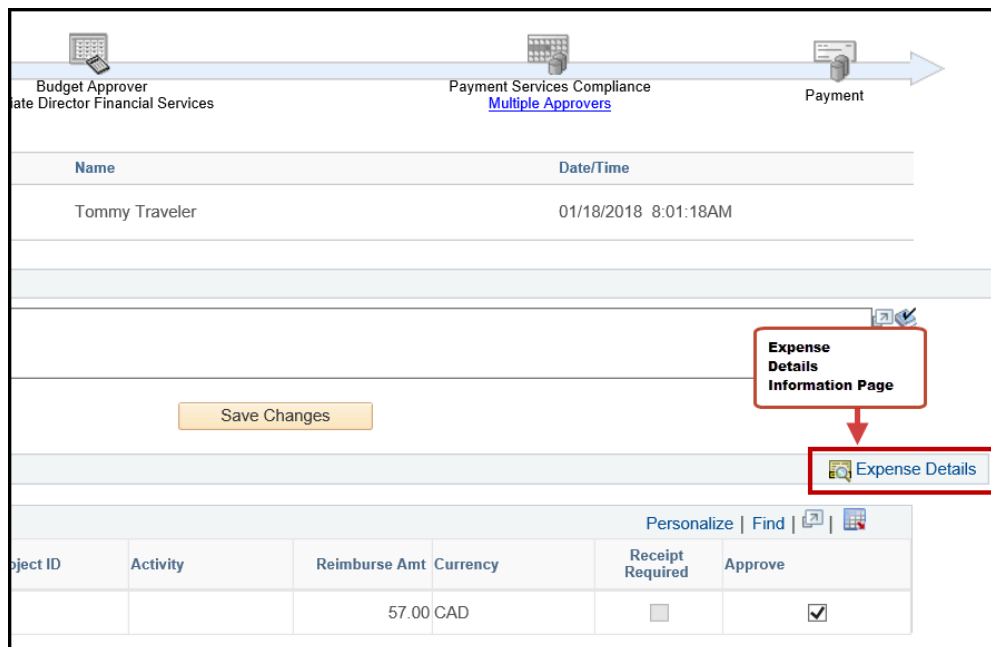
SUBTOTAL 12.00
Tax 1.64

TOTAL 13.64

CUSTOMER COPY

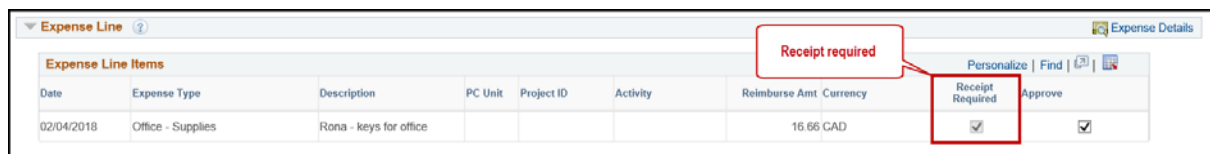
Expense Details

Click the **Expense Details** hyperlink to transfer between the Summary and Approve page and the Expense Details page. The Expense Details page provides the Reviewer with more details for each expense item on the expense report. For example, descriptions, attendees and chartfield coding.



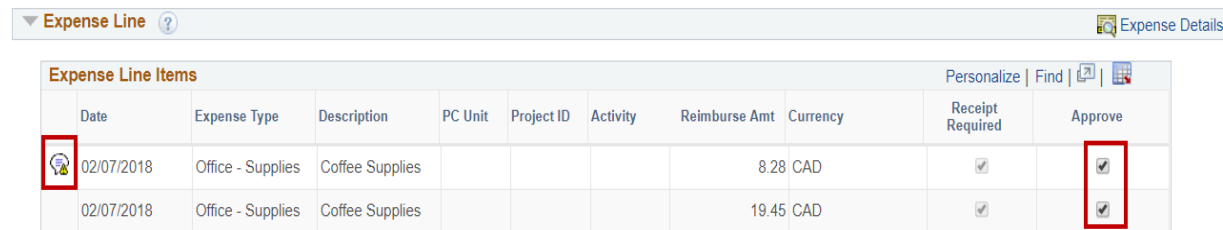
Receipt Required

The **Receipt Required** check box is auto selected for any expense item greater than or equal to \$0.00 except in the case of per diems, mileage or other transportation under \$25.00. These items do not require receipts. The **Receipt Verified** check box is for Payment Services only. Ensure receipts are attached for all expense lines where Receipt Required check box is toggled on.



The **Approve** check box is auto selected for all receipts. Uncheck the box if you do not want to approve the line or send back to claimant and ask them to remove and submit claim again.

View all comment bubbles by clicking on them.



Budget Approver Summary

If you need to see a breakdown of Approvers by expense report line, use the Budget Approver Summary page.

Step 1: Click the [Budget Approver Summary](#) hyperlink on the Expense Summary page. The Budget Approver Summary page provides supplemental information by Approver.

Approve Expense Report - Expense Summary Expense Details

Tommy Traveler Empl ID: 88888880 Department: - Actions: Choose an Action

Business Purpose: c. Business and Travel Expense Report: 0000197984 Submitted for Approval

Description: Test Reviewer Department Admin

Reference: Created: 01/18/2018 Tommy Traveler

Accounting Date: 01/18/2018 Last Updated: 01/18/2018 Tommy Traveler

Budget Status: Not Budget Checked Budget Options Accounting Template: STANDARD

Totals Urgency: ▾ View Analytics Notes Attachments (1) 1 Budget Approver Summary

| | | | | | |
|----------------------------|-----------|---------------------------|----------|------------------|----------|
| Employee Expenses (1 Line) | 57.00 CAD | Non-Reimbursable Expenses | 0.00 CAD | Employee Credits | 0.00 CAD |
| Cash Advances Applied | 0.00 CAD | Prepaid Expenses | 0.00 CAD | Supplier Credits | 0.00 CAD |

Step 2: From the Budget Approver Summary secondary page, select the Approver from the drop down picklist. When finished click OK to return to Expense Report.

Budget Approver Summary

Select an Approver: 2 Associate Director Financial Servis ▾

Report ID: 0000198015
Document Amount: \$750.00 CAD

| Line | Expense Type | Distrib | Object | Fund Code | Dept | Program | Project PC BU | Project ID | Project Activity | Foreign Transaction Amount | Transaction Currency | Stated in CAD\$ |
|-----------------------|-------------------------------|---------|--------|-----------|------|---------|---------------|------------|------------------|----------------------------|----------------------|-----------------|
| 1 | Accommodation - Hotel/Lodging | 1 | 7000 | 11 | 8320 | 00000 | | | | | CAD | 500.00 |
| Total | | | | | | | | | | | 0.00 | 500.00 |
| Approver Total | | | | | | | | | | | | 500.00 |

Click OK to return to Expense Report

4 Possible Actions

4 Push buttons are available to the Reviewer:

| Push Button | Description |
|---|--|
| <input type="button" value="Reviewed"/> | Pushes the expense report to the Budget Approver stage and the expense report will be no longer available to the Reviewer(s). Can be interpreted as the items and amounts on the expense report have been reviewed and are acceptable (unless identified). |
| <input type="button" value="Send Back"/> | Clicking the "Send Back" for revision allows the Reviewer to add comments and send the expense report back to the claimant for appropriate adjustments. |
| <input type="button" value="Hold"/> | Clicking the "Hold" places the expense report on hold. If working in a pool, withdraws the Expense Report from other Reviewers. |
| <input type="button" value="Save Changes"/> | The expense report remains available to the Reviewer(s) and allows the Reviewer(s) to save comments, but no action has been taken. |