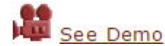


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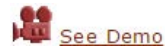
Page or scroll through, choose what you would like to learn about below, or click to see a demo.

[Expense Line Upload from Spreadsheet \(Paste from Excel\)](#)



A “Paste from Excel” feature for SU and Non-SU Payee expense reports will let you upload expense lines from a spreadsheet.

[Expenditure Type in Allocation Preferences \(PTAE Favorites\)](#)



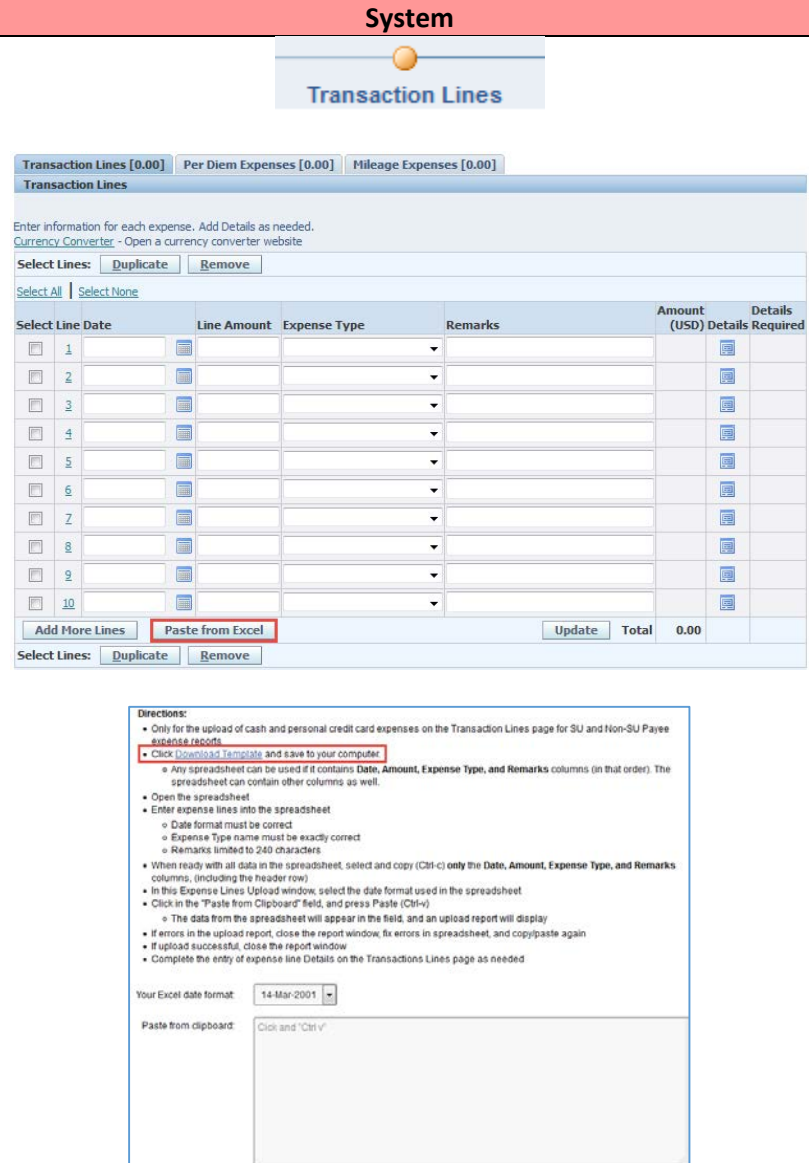
You can now include Expenditure Type codes in your Expense Requests Allocation Preferences (favorites) for quick allocations of expense lines to an entire PTAE.

With this enhancement, you can now set up complete PTAEs as Allocation Preferences and apply the preference to all applicable expense lines at once. This eliminates or minimizes the number of lines for which an Expenditure Type code will have to be selected from the dropdown list.

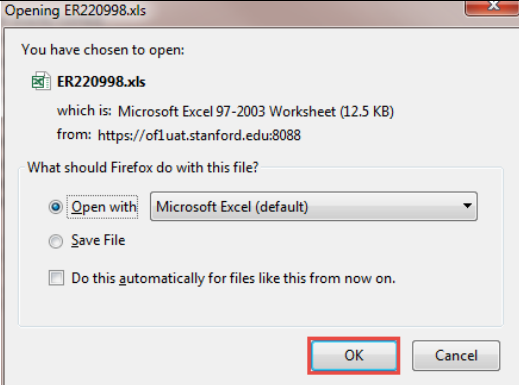
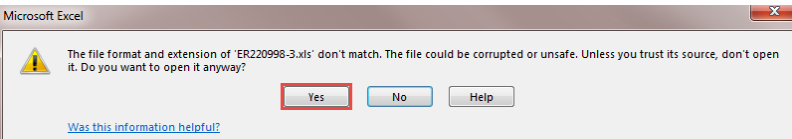
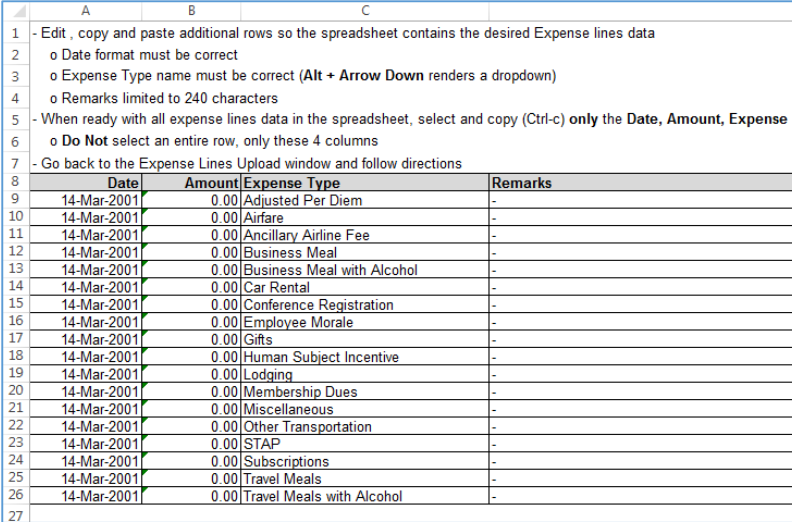
- [Add an Expenditure Type to an Allocation Preference](#)
- [Apply an Allocation Preference that includes an Expenditure Type](#)

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Expense Line Upload from Spreadsheet (Paste from Excel) [See Demo](#)

Item	Description/Why	New Procedure	System
<p>Expense Line Upload from Spreadsheet</p> <p>This feature may also be called “Paste from Excel” and is available when entering expense reports for SU and Non-SU payees.</p>	<p>Description: Before beginning an expense report for SU or Non-SU payees, you can enter and organize the cash and personal credit card expense lines in an Excel spreadsheet. Then, when ready to enter the expense report, copy and paste the expense lines from the spreadsheet directly into the expense report. This can be an organizational and time-saving feature.</p> <p>Why: This feature has been requested by campus users to speed up the entry of expense reports with many lines. For example, expenses can be entered into a spreadsheet as incurred. Then, when the expense report is entered, the expense lines data can be cut and pasted from the spreadsheet into the expense report.</p>	<p>Follow this new procedure to upload cash and personal credit card expense lines from a spreadsheet directly into an expense report.</p> <ul style="list-style-type: none"> Enter the expense report as usual until reaching the Transaction Lines page On the Transaction Lines page, click Paste from Excel <p>Follow the directions on the Paste from Excel screen.</p> <ul style="list-style-type: none"> Click Download Template 	 <p>The screenshot shows the 'Transaction Lines' page in a web application. At the top, there are tabs for 'Transaction Lines [0.00]', 'Per Diem Expenses [0.00]', and 'Mileage Expenses [0.00]'. Below the tabs, there is a table with columns for 'Select Line', 'Date', 'Line Amount', 'Expense Type', 'Remarks', 'Amount (USD)', and 'Details Required'. The 'Paste from Excel' button is highlighted with a red box. Below the screenshot, a 'Directions' box provides the following instructions:</p> <p>Directions:</p> <ul style="list-style-type: none"> Only for the upload of cash and personal credit card expenses on the Transaction Lines page for SU and Non-SU Payee expense reports Click Download Template and save to your computer <ul style="list-style-type: none"> Any spreadsheet can be used if it contains Date, Amount, Expense Type, and Remarks columns (in that order). The spreadsheet can contain other columns as well. Open the spreadsheet Enter expense lines into the spreadsheet <ul style="list-style-type: none"> Date format must be correct Expense Type name must be exactly correct Remarks limited to 240 characters When ready with all data in the spreadsheet, select and copy (Ctrl-C) only the Date, Amount, Expense Type, and Remarks columns, (including the header row) In this Expense Lines Upload window, select the date format used in the spreadsheet Click in the "Paste from Clipboard" field, and press Paste (Ctrl-V) <ul style="list-style-type: none"> The data from the spreadsheet will appear in the field, and an upload report will display If errors in the upload report, close the report window, fix errors in spreadsheet, and copy/paste again If upload successful, close the report window Complete the entry of expense line Details on the Transactions Lines page as needed <p>Your Excel date format: 14-Mar-2001</p> <p>Paste from clipboard: Click and "Ctrl V"</p>

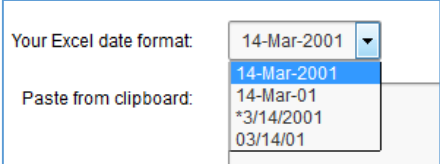
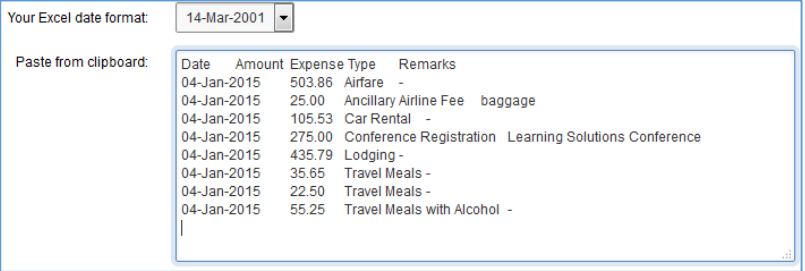
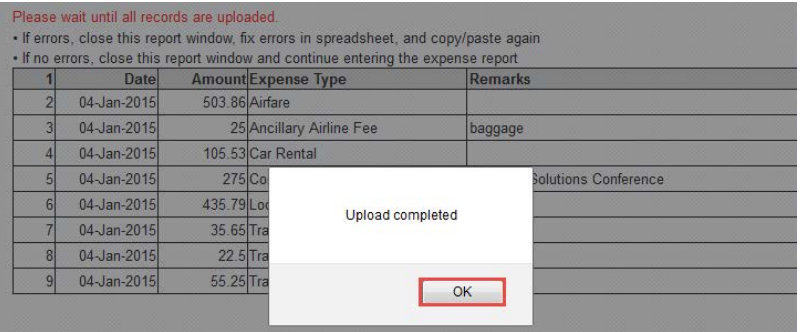
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Item	Description/Why	New Procedure	System
		<ul style="list-style-type: none"> • Open with Microsoft Excel • If a message about possible corrupt file displays, click Yes to open it anyway • The spreadsheet template displays with directions at the top and a row for each possible expense type permitted for the expense report category your entering 	<div style="text-align: center;">  </div> <div style="text-align: center;">  </div> <div style="text-align: center;">  </div>

Expense Requests Enhancements – Rollout January 18, 2016

Item	Description/Why	New Procedure	System																																																																																																																																																																																																																																																																																
		<ul style="list-style-type: none"> • In the spreadsheet, enter and modify expense lines data for your expense report: <ol style="list-style-type: none"> 1. Date format must be one of the following: 14-Mar-2016 14-Mar-16 03/14/16 *3/14/16 2. Do not add a dollar sign (\$) to the Amount field 3. Use exact Expense Type name(s)– spelling and case must be correct 4. Remarks field is limited to 240 characters (leaving it empty is okay) <p>Note: Copy, insert, and delete spreadsheet rows as needed.</p> • In the spreadsheet, select and copy (Ctrl-c) only the Date, Amount, Expense Type, and Remarks columns, (including the header row) 	<div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <table border="1" style="width: 100%; border-collapse: collapse; font-size: 8px;"> <thead> <tr style="background-color: #d9e1f2;"> <th style="width: 5%;">A</th> <th style="width: 5%;">B</th> <th style="width: 5%;">C</th> <th style="width: 5%;"></th> <th style="width: 5%;"></th> <th style="width: 5%;"></th> <th style="width: 5%;"></th> <th style="width: 5%;"></th> </tr> </thead> <tbody> <tr><td>1</td><td colspan="7">- Edit , copy and paste additional rows so the spreadsheet contains the desired Expense lines data</td></tr> <tr><td>2</td><td colspan="7">o Date format must be correct</td></tr> <tr><td>3</td><td colspan="7">o Expense Type name must be correct (Alt + Arrow Down renders a dropdown)</td></tr> <tr><td>4</td><td colspan="7">o Remarks limited to 240 characters</td></tr> <tr><td>5</td><td colspan="7">- When ready with all expense lines data in the spreadsheet, select and copy (Ctrl-c) only the Date, Amount, Expense T</td></tr> <tr><td>6</td><td colspan="7">o Do Not select an entire row, only these 4 columns</td></tr> <tr><td>7</td><td colspan="7">- Go back to the Expense Lines Upload window and follow directions</td></tr> <tr style="background-color: #d9e1f2;"> <th>Date</th> <th>Amount</th> <th>Expense Type</th> <th colspan="5">Remarks</th> </tr> <tr><td>9</td><td>04-Jan-2015</td><td>503.86</td><td>Airfare</td><td colspan="4">-</td></tr> <tr><td>10</td><td>04-Jan-2015</td><td>25.00</td><td>Ancillary Airline Fee</td><td colspan="4">baggage</td></tr> <tr><td>11</td><td>04-Jan-2015</td><td>105.53</td><td>Car Rental</td><td colspan="4">-</td></tr> <tr><td>12</td><td>04-Jan-2015</td><td>275.00</td><td>Conference Registration</td><td colspan="4">Learning Solutions Conference</td></tr> <tr><td>13</td><td>04-Jan-2015</td><td>435.79</td><td>Lodging</td><td colspan="4">-</td></tr> <tr><td>14</td><td>04-Jan-2015</td><td>35.65</td><td>Travel Meals</td><td colspan="4">-</td></tr> <tr><td>15</td><td>04-Jan-2015</td><td>22.50</td><td>Travel Meals</td><td colspan="4">-</td></tr> <tr><td>16</td><td>04-Jan-2015</td><td>55.25</td><td>Travel Meals with Alcohol</td><td colspan="4">-</td></tr> </tbody> </table> </div> <div style="border: 1px solid black; 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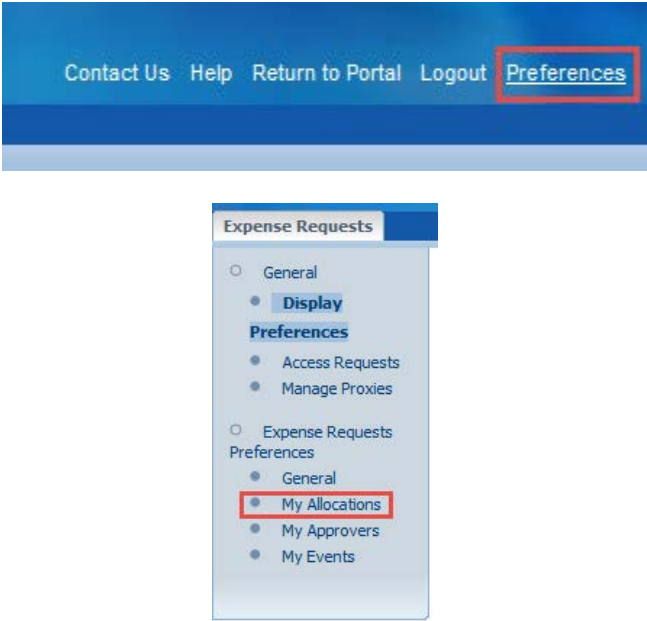
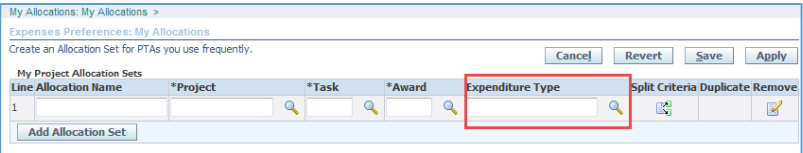
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		<p>Expense lines data is automatically pasted into the expense report.</p> <ul style="list-style-type: none"> Complete the entry of expense line Details on the Transactions Lines page as needed Complete remaining expense report pages and submit as usual <p>Important Note: Any Excel spreadsheet will work as long as:</p> <ul style="list-style-type: none"> It contains these four columns in this order: Date, Amount, Expense Type, and Remarks Data is entered in the correct format for upload <p>Excel templates are available from within the expense report transaction as described above, or from within the Expense Requests How Tos and the Travel section on Fingate.</p>	<div style="border: 1px solid #ccc; padding: 5px;"> <p style="font-size: small; margin: 0;">Transaction Lines [1,458.58] Per Diem Expenses [0.00] Mileage Expenses [0.00]</p> <p style="margin: 0;">Transaction Lines</p> <p style="font-size: x-small; margin: 0;">Enter information for each expense. Add Details as needed. Currency Converter - Open a currency converter website</p> <p style="margin: 0;">Select Lines: <input type="button" value="Duplicate"/> <input type="button" value="Remove"/></p> <p style="font-size: x-small; margin: 0;">Select All Select None</p> <table border="1" style="width: 100%; border-collapse: collapse; font-size: x-small;"> <thead> <tr style="background-color: #e1eef6;"> <th>Select</th> <th>Line</th> <th>Date</th> <th>Line Amount</th> <th>Expense Type</th> <th>Remarks</th> <th>Amount (USD)</th> <th>Details Required</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>1</td> <td>04-Jan-2015</td> <td>503.86</td> <td>Airfare</td> <td></td> <td>503.86</td> <td>Yes</td> </tr> <tr> <td><input type="checkbox"/></td> <td>2</td> <td>04-Jan-2015</td> <td>25.00</td> <td>Ancillary Airline Fee</td> <td>baggage</td> <td>25.00</td> <td>No</td> </tr> <tr> <td><input type="checkbox"/></td> <td>3</td> <td>04-Jan-2015</td> <td>105.53</td> <td>Car Rental</td> <td></td> <td>105.53</td> <td>Yes</td> </tr> <tr> <td><input type="checkbox"/></td> <td>4</td> <td>04-Jan-2015</td> <td>275.00</td> <td>Conference Registration</td> <td>Learning Solutions Conference</td> <td>275.00</td> <td>No</td> </tr> <tr> <td><input type="checkbox"/></td> <td>5</td> <td>04-Jan-2015</td> <td>435.79</td> <td>Lodging</td> <td></td> <td>435.79</td> <td>Yes</td> </tr> <tr> <td><input type="checkbox"/></td> <td>6</td> <td>04-Jan-2015</td> <td>35.65</td> <td>Travel Meals</td> <td></td> <td>35.65</td> <td>No</td> </tr> <tr> <td><input type="checkbox"/></td> <td>7</td> <td>04-Jan-2015</td> <td>22.50</td> <td>Travel Meals</td> <td></td> <td>22.50</td> <td>No</td> </tr> <tr> <td><input type="checkbox"/></td> <td>8</td> <td>04-Jan-2015</td> <td>55.25</td> <td>Travel Meals with Alcohol</td> <td></td> <td>55.25</td> <td>Yes</td> </tr> <tr> <td><input type="checkbox"/></td> <td>9</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td><input type="checkbox"/></td> <td>10</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p style="margin: 0; font-size: x-small;">Add More Lines Paste from Excel <input type="button" value="Update"/> Total 1,458.58</p> <p style="margin: 0; font-size: x-small;">Select Lines: <input type="button" value="Duplicate"/> <input type="button" value="Remove"/></p> </div>	Select	Line	Date	Line Amount	Expense Type	Remarks	Amount (USD)	Details Required	<input type="checkbox"/>	1	04-Jan-2015	503.86	Airfare		503.86	Yes	<input type="checkbox"/>	2	04-Jan-2015	25.00	Ancillary Airline Fee	baggage	25.00	No	<input type="checkbox"/>	3	04-Jan-2015	105.53	Car Rental		105.53	Yes	<input type="checkbox"/>	4	04-Jan-2015	275.00	Conference Registration	Learning Solutions Conference	275.00	No	<input type="checkbox"/>	5	04-Jan-2015	435.79	Lodging		435.79	Yes	<input type="checkbox"/>	6	04-Jan-2015	35.65	Travel Meals		35.65	No	<input type="checkbox"/>	7	04-Jan-2015	22.50	Travel Meals		22.50	No	<input type="checkbox"/>	8	04-Jan-2015	55.25	Travel Meals with Alcohol		55.25	Yes	<input type="checkbox"/>	9							<input type="checkbox"/>	10						
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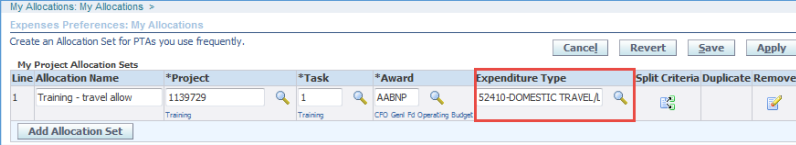
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Expenditure Type in Allocation Preferences (PTAE Favorites): [See Demo](#)

Add an Expenditure Type to an Allocation Preference

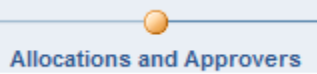
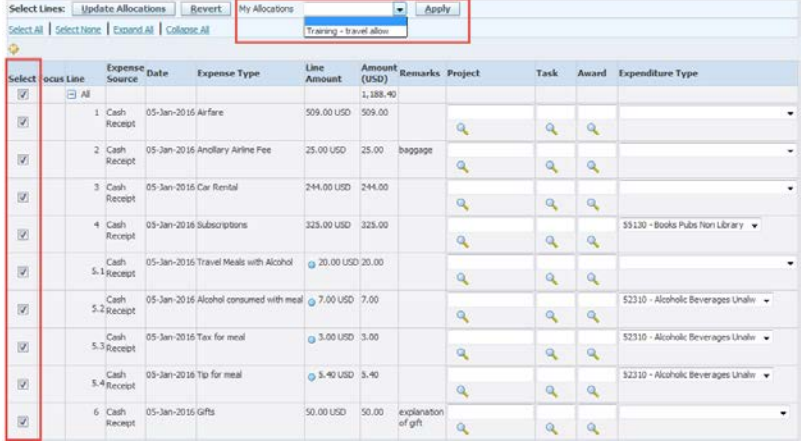
Item	Description/Why	Procedure	System
<p>Add an Expenditure Type to an Allocation Preference</p>	<p>Description: You can now include Expenditure Type codes in your Expense Requests Allocation Preferences (favorites) for quick allocations of expense lines to an entire PTAE.</p> <p>Why: Previously, you could set up only a PTA in Allocation Preferences. Expenditure Type codes were not part of the preference and had to be selected for each line during the allocation step while entering a transaction.</p> <p>With this enhancement, you can now set up complete PTAEs as Allocation Preferences and apply the preference to all applicable expense lines at once. This eliminates or minimizes the number of lines for which an Expenditure Type code will have to be selected from the dropdown list.</p>	<p>Follow this procedure to specify an Expenditure Type code in an Allocation Preference:</p> <ul style="list-style-type: none"> Click Preferences in the upper-right corner in the Expense Requests system Select Expense Requests Preferences > My Allocations <p>Allocation Preferences now have an optional Expenditure Type field.</p> <p>You can:</p> <ul style="list-style-type: none"> Add an Expenditure Type to an existing Allocation Set, or Create a new Allocation Set and enter the Expenditure Type along with the Project, Task and Award. 	 

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Item	Description/Why	Procedure	System
		<ul style="list-style-type: none"> Enter the Project, Task, Award, and Expenditure Type code, or search using the magnifying glass Click Save or Apply <p>Note: Allocation Sets with split criteria can have a different Expenditure Type for each PTA in the split, if desired.</p>	 <p>The screenshot shows the 'My Allocations' interface. At the top, there are buttons for 'Cancel', 'Revert', 'Save', and 'Apply'. Below that, a table titled 'My Project Allocation Sets' is displayed. The table has columns for 'Line Allocation Name', '*Project', '*Task', '*Award', 'Expenditure Type', and 'Split Criteria Duplicate Remove'. The first row shows '1 Training - travel allow' with project '1139729', task '1', award 'AAENP', and expenditure type '52410-DOMESTIC TRAVEL'. A red box highlights the 'Expenditure Type' field. An 'Add Allocation Set' button is at the bottom left.</p>

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Apply an Allocation Preference that includes an Expenditure Type

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<p>Apply an Allocation Preference that includes an Expenditure Type</p>	<p>Description: With this enhancement, you can now apply a complete PTAE Allocation Preference to all applicable expense lines at once. This eliminates or minimizes the number of lines for which an Expenditure Type code will have to be selected from the dropdown list.</p> <p>Why: Previously, Expenditure Type codes were not part of the preference and had to be selected for each line during the allocation step while entering a transaction.</p>	<p>Follow this procedure on the Allocations and Approvers page:</p> <ul style="list-style-type: none"> • Select the PTAE preference from My Allocations • Select the expense line(s) to which the PTAE should be applied • Click Apply 	<div style="text-align: center; margin-bottom: 20px;">  </div>  <p>The screenshot shows the 'My Allocations' page in the system. At the top, there are buttons for 'Update Allocations', 'Revert', and 'Apply'. Below these is a dropdown menu for 'My Allocations' set to 'Training - travel allow'. A table of expense lines is displayed with columns: Select, Focus Line, Expense Source, Date, Expense Type, Line Amount, Amount (USD), Remarks, Project, Task, Award, and Expenditure Type. The 'Select' column has checkboxes for each line, and the 'Expenditure Type' column has dropdown menus. A red box highlights the 'Select' column and the 'Apply' button.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Select</th> <th>Focus Line</th> <th>Expense Source</th> <th>Date</th> <th>Expense Type</th> <th>Line Amount</th> <th>Amount (USD)</th> <th>Remarks</th> <th>Project</th> <th>Task</th> <th>Award</th> <th>Expenditure Type</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/> All</td> <td></td> <td></td> <td></td> <td></td> <td>1,188.40</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>1</td> <td>Cash Receipt</td> <td>05-Jan-2016</td> <td>Air fare</td> <td>509.00 USD</td> <td>509.00</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>2</td> <td>Cash Receipt</td> <td>05-Jan-2016</td> <td>Ancillary Airline Fee</td> <td>25.00 USD</td> <td>25.00</td> <td>baggage</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>3</td> <td>Cash Receipt</td> <td>05-Jan-2016</td> <td>Car Rental</td> <td>244.00 USD</td> <td>244.00</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>4</td> <td>Cash Receipt</td> <td>05-Jan-2016</td> <td>Subscriptions</td> <td>325.00 USD</td> <td>325.00</td> <td></td> <td></td> <td></td> <td></td> <td>\$3120 - Books Pubs Non Library</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>5.1</td> <td>Cash Receipt</td> <td>05-Jan-2016</td> <td>Travel Meals with Alcohol</td> <td>20.00 USD</td> <td>20.00</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>5.2</td> <td>Cash Receipt</td> <td>05-Jan-2016</td> <td>Alcohol consumed with meal</td> <td>7.00 USD</td> <td>7.00</td> <td></td> <td></td> <td></td> <td></td> <td>\$2310 - Alcoholic Beverages Unalm</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>5.3</td> <td>Cash Receipt</td> <td>05-Jan-2016</td> <td>Tax for meal</td> <td>3.00 USD</td> <td>3.00</td> <td></td> <td></td> <td></td> <td></td> <td>\$2310 - Alcoholic Beverages Unalm</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>5.4</td> <td>Cash Receipt</td> <td>05-Jan-2016</td> <td>Tip for meal</td> <td>5.40 USD</td> <td>5.40</td> <td></td> <td></td> <td></td> <td></td> <td>\$2310 - Alcoholic Beverages Unalm</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>6</td> <td>Cash Receipt</td> <td>05-Jan-2016</td> <td>Gifts</td> <td>50.00 USD</td> <td>50.00</td> <td>explanation of gift</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Select	Focus Line	Expense Source	Date	Expense Type	Line Amount	Amount (USD)	Remarks	Project	Task	Award	Expenditure Type	<input checked="" type="checkbox"/>	<input type="checkbox"/> All					1,188.40						<input checked="" type="checkbox"/>	1	Cash Receipt	05-Jan-2016	Air fare	509.00 USD	509.00						<input checked="" type="checkbox"/>	2	Cash Receipt	05-Jan-2016	Ancillary Airline Fee	25.00 USD	25.00	baggage					<input checked="" type="checkbox"/>	3	Cash Receipt	05-Jan-2016	Car Rental	244.00 USD	244.00						<input checked="" type="checkbox"/>	4	Cash Receipt	05-Jan-2016	Subscriptions	325.00 USD	325.00					\$3120 - Books Pubs Non Library	<input checked="" type="checkbox"/>	5.1	Cash Receipt	05-Jan-2016	Travel Meals with Alcohol	20.00 USD	20.00						<input checked="" type="checkbox"/>	5.2	Cash Receipt	05-Jan-2016	Alcohol consumed with meal	7.00 USD	7.00					\$2310 - Alcoholic Beverages Unalm	<input checked="" type="checkbox"/>	5.3	Cash Receipt	05-Jan-2016	Tax for meal	3.00 USD	3.00					\$2310 - Alcoholic Beverages Unalm	<input checked="" type="checkbox"/>	5.4	Cash Receipt	05-Jan-2016	Tip for meal	5.40 USD	5.40					\$2310 - Alcoholic Beverages Unalm	<input checked="" type="checkbox"/>	6	Cash Receipt	05-Jan-2016	Gifts	50.00 USD	50.00	explanation of gift				
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		<p>Here is how the Expenditure Type will be applied:</p> <ul style="list-style-type: none"> • If the Expenditure Type is permitted for the selected expense type, the Expenditure type will be applied automatically along with the PTA • If the Expenditure Type is not permitted for a selected expense type, the PTA will be applied, but: <ul style="list-style-type: none"> ○ The Expenditure Type field will remain blank, and the prepare must choose from the dropdown OR ○ The default Expenditure Type will remain 	<table border="1" style="width: 100%; border-collapse: collapse; background-color: #e6f2ff;"> <thead> <tr style="background-color: #d9e1f2;"> <th>Project</th> <th>Task</th> <th>Award</th> <th>Expenditure Type</th> </tr> </thead> <tbody> <tr style="border: 2px solid red;"> <td>1139729 <small>Training</small></td> <td>1 <small>Training</small></td> <td>AABNP <small>CFO Genl Fd Operating Budget</small></td> <td>52410 - Domestic Travel/Lodging Allow ▼</td> </tr> <tr style="border: 2px solid red;"> <td>1139729 <small>Training</small></td> <td>1 <small>Training</small></td> <td>AABNP <small>CFO Genl Fd Operating Budget</small></td> <td>52410 - Domestic Travel/Lodging Allow ▼</td> </tr> <tr style="border: 2px solid red;"> <td>1139729 <small>Training</small></td> <td>1 <small>Training</small></td> <td>AABNP <small>CFO Genl Fd Operating Budget</small></td> <td>52410 - Domestic Travel/Lodging Allow ▼</td> </tr> <tr> <td>1139729 <small>Training</small></td> <td>1 <small>Training</small></td> <td>AABNP <small>CFO Genl Fd Operating Budget</small></td> <td>55130 - Books Pubs Non Library ▼</td> </tr> <tr style="border: 2px solid red;"> <td>1139729 <small>Training</small></td> <td>1 <small>Training</small></td> <td>AABNP <small>CFO Genl Fd Operating Budget</small></td> <td>52410 - Domestic Travel/Lodging Allow ▼</td> </tr> <tr> <td>1139729 <small>Training</small></td> <td>1 <small>Training</small></td> <td>AABNP <small>CFO Genl Fd Operating Budget</small></td> <td>52310 - Alcoholic Beverages Unalw ▼</td> </tr> <tr> <td>1139729 <small>Training</small></td> <td>1 <small>Training</small></td> <td>AABNP <small>CFO Genl Fd Operating Budget</small></td> <td>52310 - Alcoholic Beverages Unalw ▼</td> </tr> <tr> <td>1139729 <small>Training</small></td> <td>1 <small>Training</small></td> <td>AABNP <small>CFO Genl Fd Operating Budget</small></td> <td>52310 - Alcoholic Beverages Unalw ▼</td> </tr> <tr> <td>1139729 <small>Training</small></td> <td>1 <small>Training</small></td> <td>AABNP <small>CFO Genl Fd Operating Budget</small></td> <td>▼</td> </tr> </tbody> </table> <table border="1" style="width: 100%; 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Expense Requests Enhancements – Rollout January 18, 2016

Item	Description/Why	Procedure	System
		<p>Important Note: Preparers should verify that the desired Expenditure Type has been applied to each expense line before submitting a transaction.</p> <p>Warning: Expenditure Types cannot be specified using the Update Allocations function.</p>	