

Quick Tips

Changing Speed Code

- To change the existing speed code for an expense click on the magnifying glass link on the far right of the expense line and it will take you to the screen below, fill in the speed code and then hit OK or Next Expense if you need to change multiple expense lines.

The screenshot shows the 'Accounting Detail' window with a tab for 'General Ledger ChartFields'. Below the tab, there are two columns: 'Speedcode' and 'Description'. The 'Speedcode' column has a text input field with a magnifying glass icon to its right. Below these columns are several buttons: 'Add ChartField Line', 'Refresh', 'Previous Expense', 'Next Expense', and 'OK'. An arrow points from the magnifying glass icon in the 'Speedcode' column to the 'Speedcode' input field.

Changing Expense Type

- You can't change the expense type after the report has been saved you will need to add a new line

'Expense Type	'Expense Date	'Amount Spent	'Currency	No GST	GST	'Description	Non Reimb	No Rcpt	
Lab Supplies	06/08/2011	15.70	CAD	<input type="checkbox"/>	0.75	power supply	<input type="checkbox"/>	<input type="checkbox"/>	

Select the plus sign and enter the number of rows you want to add, you can then pick a new expense type.

Delete an unwanted row by selecting the box on the far left of the expense line
Then click delete selected

The screenshot shows two buttons: 'Copy Selected' and 'Delete Selected'. An arrow points from the 'Delete Selected' button to the 'Delete Selected' button.

The screenshot shows a 'Select' dropdown menu with a list of options. The first option is 'Select'. Below it are several empty boxes. The last option is a plus sign.

Note: The select box will only appear once you have selected an expense type

Foreign Currency

- You can enter most currencies by using the drop down list to auto-calculate. Use the actual date of the receipt, the value of the foreign currency and the type. PeopleSoft does the rest. Let us know if you have any difficulties with this function.

'Expense Type	'Expense Date	'Amount Spent	'Currency	No GST	GST	'Description	Non Reimb	No Rcpt	
Lab Supplies	06/08/2011	15.70	CAD	<input type="checkbox"/>	0.75	power supply	<input type="checkbox"/>	<input type="checkbox"/>	

Mileage

- Please use the Kilometers(#kms) expense type. You can then use the “mileage” tab to enter the #kms you traveled. It will then auto-calculate for you. Leave the GST to auto-populate.

Step 1

Accounting Defaults Apply Cash Advance(s)

Details Customize | Find | View All | 1 of 1 | Last

*Overview *Mileage *Currency

Select	SpeedCode	SpeedCode Description	*Expense Type	*Expense Date	*Amount Spent	*Currency	No GST	GST	*Description	Non Reimb	No Rcpt
<input type="checkbox"/>			Kilometers (#Kms)	05/23/2013	0.00	CAD	<input type="checkbox"/>	0.00		<input type="checkbox"/>	<input type="checkbox"/>

Step 2

Accounting Defaults Apply Cash Advance(s)

Details Customize | Find | View All | 1 of 1 | Last

*Overview *Mileage *Currency

Select	SpeedCode	SpeedCode Description	*Expense Type	*Expense Date	*Transportation ID	Kilometers	Rate
<input type="checkbox"/>			Kilometers (#Kms)	05/23/2013	AUTO		

Combining Lines

It is advantageous to combine like expense types into a single line. Use the last date of the expense in your Expense Date field. For example, combine your per diems and note the details in the description.

Accounting Defaults Apply Cash Advance(s)

Details Customize | Find | View All | 1 of 1 | Last

*Overview *Mileage *Currency

Select	SpeedCode	SpeedCode Description	*Expense Type	*Expense Date	*Amount Spent	*Currency	No GST	GST	*Description	Non Reimb	No Rcpt
<input type="checkbox"/>			Per Diem - Canada \$45/	05/23/2013	135.00	CAD	<input type="checkbox"/>	5.19	3 days full per diem May21-23	<input type="checkbox"/>	<input type="checkbox"/>

TAP Airfare

TAP airfare has already been paid on your behalf. However, to better track costs for future reference, it would be a courtesy if you could enter the “Airfare” Expense Type, last date of travel, and the TAP# in the description field. **Be sure to click the Non-Reimbursement box.** If the TAP was the only expense, and no Travel Advance claimed, then it is not necessary to process a claim. Simply hand in your boarding passes to the EAS Office.

*Overview *Mileage *Currency

Select	SpeedCode	SpeedCode Description	*Expense Type	*Expense Date	*Amount Spent	*Currency	No GST	GST	*Description	Non Reimb	No Rcpt
<input type="checkbox"/>			Airfare	05/23/2013	500.00	CAD	<input checked="" type="checkbox"/>		TAP32574	<input checked="" type="checkbox"/>	<input type="checkbox"/>