Welcome to Financials & Supply Chain

Accounts Payable • Asset Management • Budgeting • General Ledger
Purchasing • Receivables/Billing • Travel & Expense

Username	KHARRIS0007
Password	

Sign In

Reset your Password?

Favorites ▾   Main Menu ▾

KCTCS Financials Test   (User: KCTCS_USER on Fin 9.2 - KCTF9TST)   Menu ▾ | Search | » | Advanced Search

My Reports   ⚙▾

KCTCS Financials WorkCenter   ↻ ⚙▾
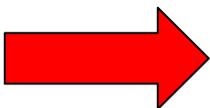
    Financials WorkCenter

System Messages   ↻ ⚙▾

  ● No system messages at this time

Business Services   ↻ ⚙▾

  🏠 Business Services Home
  📅 FY Closing Calendar
  ⓘ Business Procedures Manual
  🖼 Forms Page
  📋 KCTCS Chart of Accounts

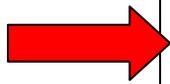| Step	Action
1.	Begin by navigating to the **Create Expense Report** page. Click **Main Menu**.

Main Menu

Step	Action
2.	Click the **Employee Self-Service** folder. 📁 Employee Self-Service ▸

Step	Action
3.	Click the **Travel and Expenses** folder. 📁 Travel and Expenses
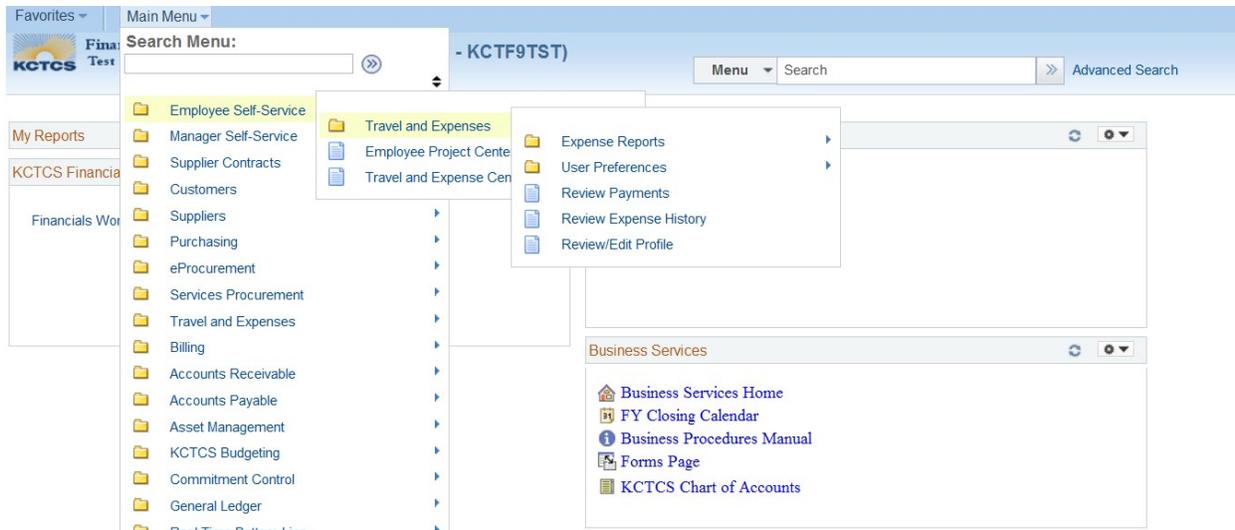
Step	Action
4.	Click the **Expense Reports** folder. 📁 Expense Reports
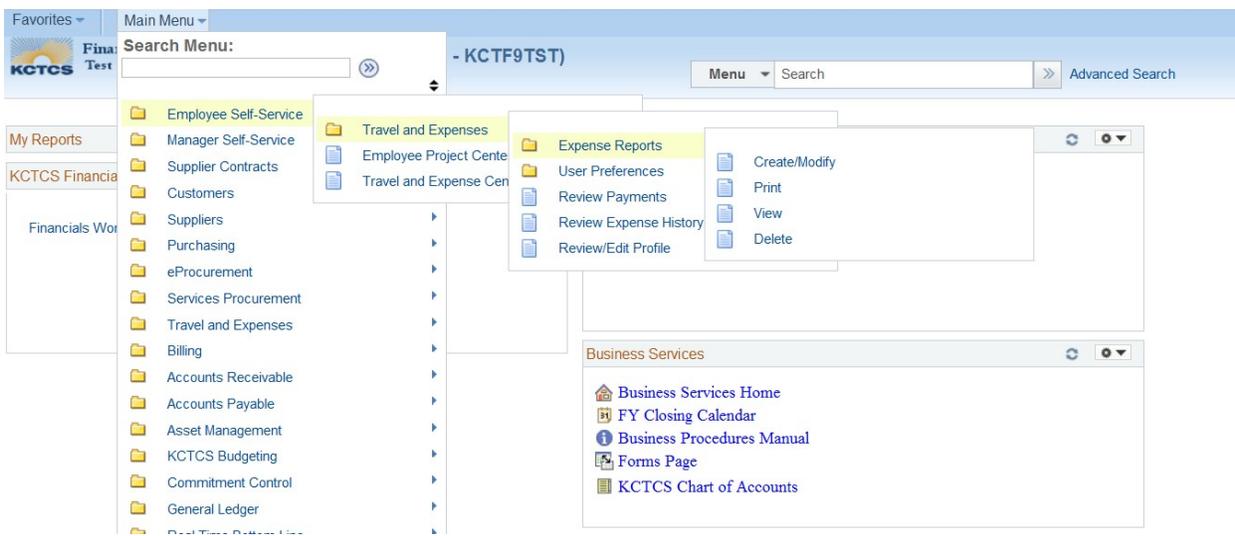
Step	Action
5.	Click the **Create/Modify** link. 📄 Create/Modify
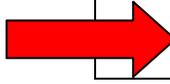
Financials Test (User: KCTCS_USER on Fin 9.2 - KCTF9TST)

All ▾ | Search | » | Advanced Search

Expense Report

| Find an Existing Value | Add a New Value |

Empl ID: 001638338

[Add]

Find an Existing Value | Add a New Value

Step	Action
6.	PeopleSoft opens to the **Add a New Value** page. The **Empl ID** field will default to your employee id.
7.	Click the **Find an Existing Value** tab. **Find an Existing Value**

Financials Test (User: KCTCS_USER on Fin 9.2 - KCTF9TST)

All ▾ | Search | » | Advanced Search | Last Search Results

Home | Worklist | Add to Favorites | Sign o

New Window | Help |

Expense Report

Enter any information you have and click Search. Leave fields blank for a list of all values.

| Find an Existing Value | Add a New Value |

▼ Search Criteria

Report ID: begins with ▾
Report Description: begins with ▾
Name: begins with ▾
Empl ID: begins with ▾
Creation Date: = ▾

☐ Case Sensitive

[Search] [Clear] Basic Search 🔲 Save Search Criteria

Find an Existing Value | Add a New Value

Step	Action
8.	Click the **Search** button to return all expense reports. [Search]

Step	Action
9.	Select the expense report from the list that needs submitting.

Step	Action
10.	Click **Summary and Submit**, if the expense report is complete and ready to be submitted for review and approval. ![Summary and Submit icon] Summary and Submit

Create Expense Report   Save for Later | Expense Details

Actions ...Choose an Action ▾ GO

*Business Purpose Conference
*Description Alliance 2015
Reference KCTCSO

Totals ⑦   View Printable Version   View Analytics   Notes   Attachments

| Employee Expenses (1 Line) | 460.00 USD | Non-Reimbursable Expenses | 0.00 USD | Employee Credits | 0.00 USD |
| Cash Advances Applied | 0.00 USD | Prepaid Expenses | 0.00 USD | Supplier Credits | 0.00 USD |

Amount Due to Employee 460.00 USD   Amount Due to Supplier 0.00 USD

☐ By checking this box, I certify the expenses submitted are accurate and comply with expense policy.

Submit Expense Report

Step	Action
11.	Verify total amounts for the expense report before submitting for review and approval. When ready check the box and click the **Submit Expense Report** button. ☑ By checking this box, I certify the expenses submitted are accurate and comply with expense policy. Submit Expense Report

Expense Report Submit Confirm   x

Help

Create Expense Report
Save Confirmation
Totals ⑦

| Employee Expenses (1 Line) | 460.00 USD | Non-Reimbursable Expenses | 0.00 USD | Employee Credits | 0.00 USD |
| Cash Advances Applied | 0.00 USD | Prepaid Expenses | 0.00 USD | Supplier Credits | 0.00 USD |

Amount Due to Employee 460.00 USD   Amount Due to Supplier 0.00 USD

OK   Cancel

Create Expense Report

*Business Purpose Conference
*Description Alliance 2015
Reference KCTCSO

Totals ⑦   View Prin

Employee Expenses (1 Line) 460.00
Cash Advances Applied 0.00

Amount Due to E

☑ By checking this box, I certify the exp

Submit Expense Report

Step	Action
12.	Final review available, click **OK** button to complete the submittal process. Click **Cancel** to return to expense report, if changes are necessary.

View Expense Report

Your expense report 0000000100 has been submitted for approval.

Business Purpose	Conference	Report	0000000100	Submission in Process
Description	Alliance 2015	Created	03/23/2015	USER KCTCS
Reference	KCTCSO	Last Updated	03/23/2015	USER KCTCS

Totals

View Printable Version   View Analytics   Notes

Employee Expenses (1 Line)	460.00 USD	Non-Reimbursable Expenses	0.00 USD	Employee Credits	0.00 USD
Cash Advances Applied	0.00 USD	Prepaid Expenses	0.00 USD	Supplier Credits	0.00 USD

Amount Due to Employee   460.00 USD   **Amount Due to Supplier**   0.00 USD

☑ By checking this box, I certify the expenses submitted are accurate and comply with expense policy.

Submit Expense Report

Refresh Approval Status

Step	Action
13.	An email has been sent to the appropriate HR Supervisor for the employee. Example of email is below.
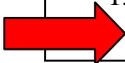
Subject: Expense report 0000000100 for KCTCS,USER requires your attention

An expense report has been submitted that requires your action:

Employee ID: 001638338
Employee Name: KCTCS,USER
Submission Date: 2015-03-23
Report Description: Alliance 2015
Report ID: 0000000100
Business Purpose: Conference
Total Amount: 460.01
Reimbursement Amount: 460.01

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

https://kctcsfin.kct.mycmsc.com/psp/kctf9prd/EMPLOYEE/ERP/c/APPROVE_EXPENSE_TRANSACTIONS.EX_SHEET_APPR.GBL?Action=U&SHEET_ID=0000000100