

File Edit View Favorites Tools Help

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Create

NORTHWESTERN UNIVERSITY

Home Worklist

Create Expense Report

Expense Report Entry

Vicky Lynn Pickett [User Defaults](#) Report ID: NEXT EmplID: 1006057

General Information

*Description: Comment:

*Business Purpose: Reference:

Default Location:

[Accounting Defaults](#) [Apply Cash Advance\(s\)](#) More Options:

Details Customize | Find | View All | First 1-4 of 4 Last

*Overview	Detail	Location	Merchant	Air/Hotel	Mileage	*Currency			
Select	*Expense Type	*Expense Date	*Amount Spent	*Currency	*Payment Type	*Billing Type			
<input type="checkbox"/>	Domestic Dinner	07/10/2010	47.01	USD	Cash	NU Expe			<input type="button" value="+"/>
									<input type="button" value="+"/>
									<input type="button" value="+"/>
									<input type="button" value="+"/>

Copy Selected Delete Selected New Expense Add Check For Errors

By: [View Comments](#)

General Information

*Description: FYE Mod demo Comment:

*Business Purpose: Collaborative Meeting

Status: Pending Reference:

Default Location: Last Updated: 07/20/2010 By: VPICKETT

Post State: Not Applied

*Accounting Date: 07/20/2010 ← Accounting Date field is available for editing.

*Accounting Template: STANDARD

[Accounting Defaults](#) [Apply Cash Advance\(s\)](#) [More Options](#)

Receipt Info

Receipts Received

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

*Overview	Detail	Location	Merchant	Air/Hotel	Mileage	*Currency		
Select	*Expense Type	*Expense Date	*Amount Spent	*Currency	*Payment Type	*Billing Type		
<input type="checkbox"/>	Domestic Dinner	07/10/2010	47.01	USD	Cash	NU Expe	<input type="text"/>	<input type="button" value="+"/>

Copy Selected Delete Selected New Expense Add Check For Errors

Totals

Employee Expenses:	47.01 USD	Due Employee:	47.01 USD
Non-Reimbursable Expenses:	0.00 USD		0.00 USD
Prepaid Expenses:	0.00 USD		
Employee Credits:			
Vendor Credits:			
Cash Advances Applied:			

Check Budget Budget Chk Update Totals

Budget Check after Accounting Date is correct. The Accounting Date field will be grayed out and can only be changed if the "Send Back" functionality is employed

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Online Voucher

Voucher Entry

Voucher ID: 00285070
 Voucher Style: Regular Voucher
 Budget Status: Not Chk'd
 Post Status: Unposted

Entered By: VPICKETT Pickett, Vicky Lynn
 Email ID: peoplesoft@peoplesoft.com
 Approval Status: [Pending](#)
 *Accounting Date: 07/20/2010

Accounting Date field is available for editing while two fiscal years are open

▼ Header

*Invoice Number:
 Invoice Date:
 *Vendor: [Advanced Vendor Search](#)
 Vendor ID: 0000024047

PayTerms: 000 0 Days
 Scheduled Date: 07/20/2010
 *Handling Code:
 *Voucher Type:

*Address: 1890 MAPLE LLC
 C/O NAI HIFFMAN MNGT LLC
 1033 UNIVERSITY PLACE STE 375
 EVANSTON, IL 60201
 USA

Online Voucher Policies

- [Financial Policies and Procedures](#)
- [Purchasing Policy \(pdf\)](#)
- [ASRSP Online Voucher Policy \(pdf\)](#)

Attachments

Find | View All First 1 of 1 Last

Attachment

▼ Comments

Message to Vendor(70) Payment Instruction for AP(254)

Once Budget Check has been completed, the

Browser navigation and toolbar area including address bar, search engines, and application icons.

Fiscal Year/Budget Period
 Select a Fiscal Year/Budget Period.

* Fiscal Year [Dropdown]

Accounting Period
 Select an Accounting Period.

* Accounting Period [Dropdown]

Department Prompt
 Use the radio buttons to select one or more departments from a tree or by ID/description.

* Tree (As of Today)
 Tree 2010
 Department Search & Select
 Department Search & Select 2010

Department Tree Node
 Select one or more Department Tree Nodes

All Departments

After 9/1/10, the default tree will be the FY11 tree. If there have been no changes in your dept. structure across the fiscal years, you needn't select the FY10 tree to obtain FY10 reports.

Fund
 Select one or more Funds.

[Dropdown list of funds including: 000 - To be Eliminated in Consolidat, 010 - Investment Pools, 011 - Long Term Balanced Pool, 012 - Short Term Money Market Pool, 013 - Debt Service Pool, 014 - Income Distribution Clearing, 020 - Rubicon Insurance, 021 - NMFF Med Malpractice, 022 - NU Med Malpractice, 023 - NU General Liability]

[Select all](#) [Deselect all](#)

Project Status
 Use the radio buttons to filter projects based on status.

* All Projects
 Active Projects Only
 Inactive Projects Only

Project
 Search by entering all or part of a Project ID or its description.

Tip: Only the first 300 results can be displayed. Enter more below and search again to reduce the number of search results.

Keywords: