Carnegie Mellon University

Finance Division

Non-Employee Expense Report User Guide

9/5/18

Contents

Introduction:

Non-employees, including visitors, recruits, independent contractors, consultants, students, courtesy appointments, etc. who incur university related expenses for which the university has agreed to pay are reimbursed via a Non-Employee Expense Report form. This document will review the process and steps to complete the form that initiates the reimbursement payment.

Overview of Non-Employee Expense Report Creation:

The Administrative Leadership Group (ALG) member for each school/unit must email er-help@andrew.cmu.edu to request that a staff member be added as a non-employee expense report form preparer. The person who has been identified as a Preparer of expense reports for non-employees (visitors, speakers, lecturers, students, etc.) is granted the appropriate security to access the non-employee expense report form, which can be found through the Finance Forms website.

After clicking on the Non-Employee Expense Report, the user is presented with the Non-Employee Expense Report form:
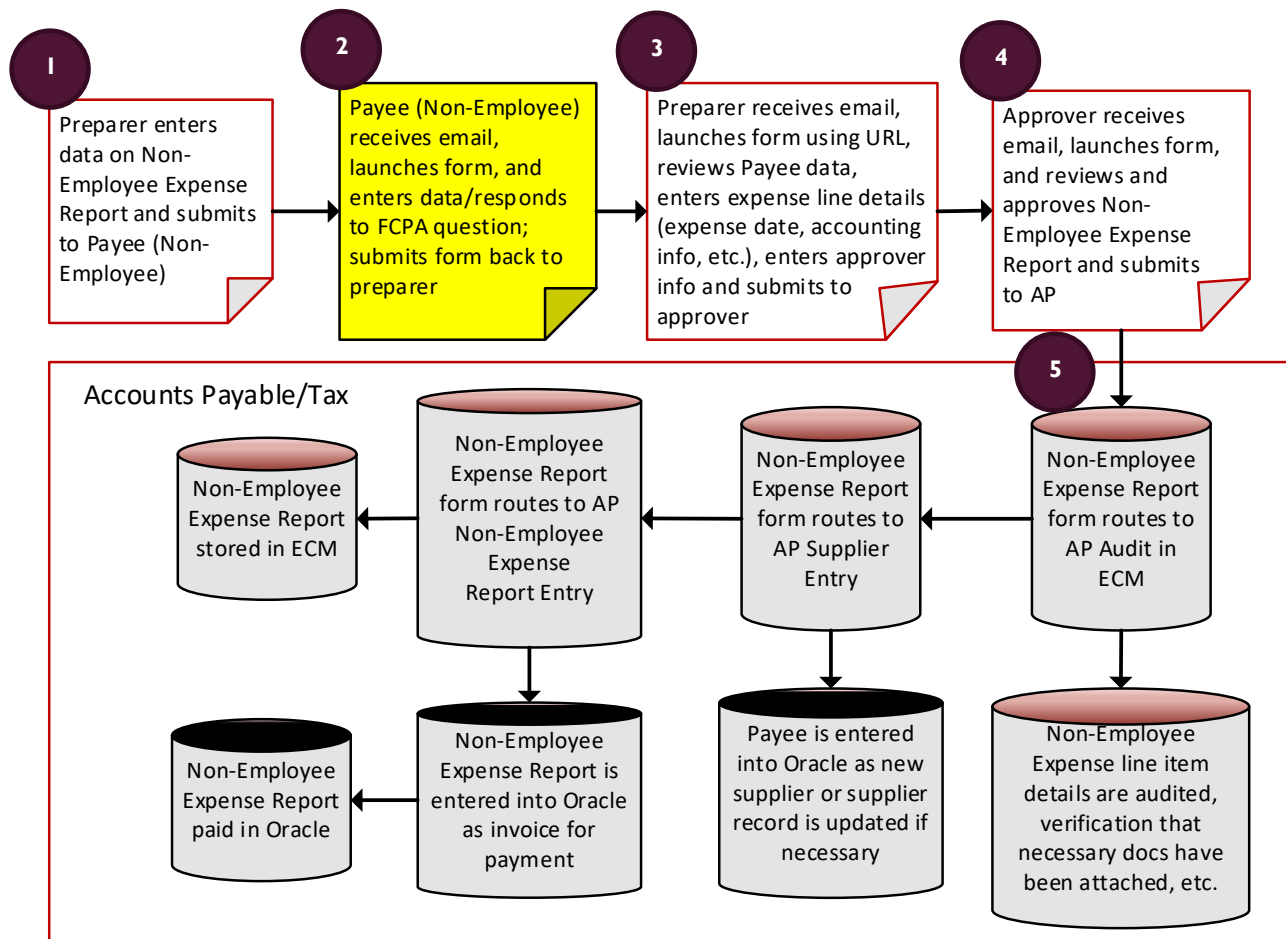

The form includes four distinct sections. The color of the shading corresponds to the role of the person responsible for completing each section:

White = Preparer
Light Grey = Non-Employee / Payee (person being reimbursed)
Dark Grey = Approver

The following is a breakdown as to how the ECM process works:

1 Preparer enters data on Non-Employee Expense Report and submits to Payee (Non-Employee)

2 Payee (Non-Employee) receives email, launches form, and enters data/responds to FCPA question; submits form back to preparer

3 Preparer receives email, launches form using URL, reviews Payee data, enters expense line details (expense date, accounting info, etc.), enters approver info and submits to approver

4 Approver receives email, launches form, and reviews and approves Non-Employee Expense Report and submits to AP

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Accounts Payable/Tax

Non-Employee Expense Report stored in ECM

Non-Employee Expense Report form routes to AP Non-Employee Expense Report Entry

Non-Employee Expense Report form routes to AP Supplier Entry

Non-Employee Expense Report form routes to AP Audit in ECM

Non-Employee Expense Report paid in Oracle

Non-Employee Expense Report is entered into Oracle as invoice for payment

Payee is entered into Oracle as new supplier or supplier record is updated if necessary

Non-Employee Expense line item details are audited, verification that necessary docs have been attached, etc.

1) A CMU employee (Preparer) will initiate the creation of the form (in response to a request for reimbursement) which generates a Non-Employee Expense Report number (ex. NEX000001) to be used for future reference. Once the Preparer enters information in the first section of the form, the Preparer sends the report to the Payee through the 'Send to Payee' button on the form.

2) The Payee receives an email indicating that they must take action on the report. The Payee clicks on the URL provided in the email which then launches the Non-Employee Expense Report form that has been started by the Preparer. The Payee is responsible for, at a minimum, responding to the FCPA attestation questions found on the form. For more information about FCPA attestation, please reference http://www.cmu.edu/ogc/fcpa. The Payee submits the Non-Employee Expense Report form back to the Preparer through the

'Payee Send to Preparer' button. The Payee must provide a response to the FCPA questions on the form or they will be unable to send the report back to the Preparer.

3) The Preparer receives an email to make them aware that action is required on the Non-Employee Expense Report. The Preparer clicks on the URL provided in the email which then launches the Non-Employee Expense Report form. The Preparer reviews the information entered by the Payee to confirm that information has been provided (ex. complete address information has been entered, valid email address has been provided, etc.). The Preparer then enters the details of the expenses being reimbursed (line item details, justification, accounting distributions) and enters the Approver information (name, email, etc.). The Preparer uses the 'Preparer Submits to Approver' button to send the report for approval.

4) The Approver receives an email that action is required on a Non-Employee Expense Report. The Approver launches the report using the URL found in the email and is able to Approve, Deny, Forward the report to another Approver or Cancel.

5) Following the approval of the Non-Employee Expense Report, the report is automatically forwarded to the Accounts Payable department to be processed through Audit, Tax, Invoice Entry, and Payment Processing. The Preparer of the report receives an email that informs them of the approval of the report and that the report is with the Accounts Payable department, and receives another email once the report is ready for payment.

Detailed Steps - Non-Employee Expense Report Creation:
Non-Employee Expense Report Creation

1) The Preparer launches the Non-Employee Expense Report form which launches an internet browser window (Internet Explorer is the preferred browser). The Non-Employee Expense Report number (beginning with 'NEX') is generated. **NOTE:** The Non-Employee Expense Report form will time-out after 20 minutes of inactivity**.**

2) The Preparer enters their Andrew ID in the Preparer's Andrew ID field. Once the Andrew ID is entered, tabbing out of the field will allow the Preparer's First and Last Name, Preparer's Phone Number, and Preparer's Email Address to be populated automatically. **NOTE:** If the Preparer has not been granted access to create this form, an error message will appear.

3) The Preparer enters the ER Reason. This information will be included in the email that is sent to the Non-Employee being reimbursed as to why the reimbursement is occurring.

4) The Preparer answers the question as to whether the Payee being reimbursed is a CMU student. If the answer is 'Yes' the reimbursement is for a CMU student, the Preparer must enter the Student's Andrew ID.

5) The Preparer enters the Payee's Email Address (accuracy is **EXTREMELY** important in order for the report to be routed to the Payee successfully).

6) The Preparer enters the Payee's Last Name, First Name, and Prefix.

The information entered into these fields is used to create the email to the Payee and is also presented within the body of the email as well. **Accuracy is important!**

7) Once the information has been entered into the first section of the form, the Preparer must click on the Send to Payee button.
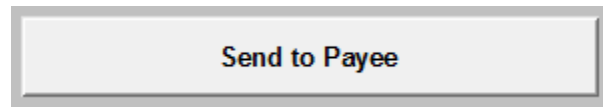
A. Clicking on this button generates the following message for the Preparer to confirm that the report has been submitted to the Preparer successfully:
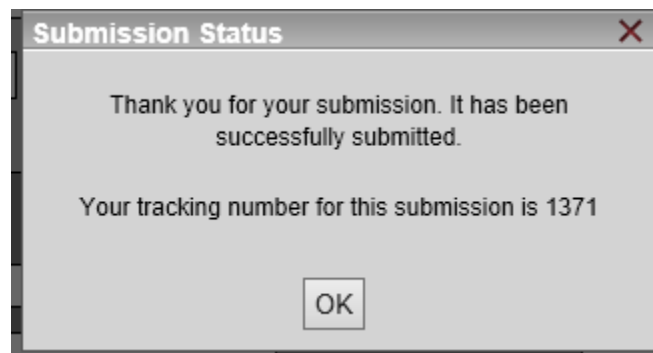
**Please Note: The system generated tracking number included in this message is not useful for end users, in this case the Preparer, and can be ignored. There is no need to retain/capture this tracking number.

B. Clicking on the Send to Payee button also generates the following two email messages:
   i. The Preparer receives the following message with the subject line starting with **'FYI'** to indicate that no action is required of the Preparer.

Thu 5/18/2017 1:27 PM

cmu-forms-transform@andrew.cmu.edu

FYI - NEX00010220 has been sent to JOHN SMITH

To   Alison D Campbell

Dear Alison Campbell,

Non-employee expense report number NEX00010220 has been sent to JOHN SMITH at JOHN.SMITH@GMAIL.COM.

NEX Number: NEX00010220
Preparer: Alison Campbell
Payee: JOHN SMITH
Payee Email: JOHN.SMITH@GMAIL.COM
ER Reason (as sent to Payee): PGH 05/18/17 - TO PRESENT A BUSINESS TECHNOLOGY/INFORMATION SYSTEMS SEMINAR AT CMU/HEINZ COLLEGE

Frequently asked questions about this form can be found here.

Thank you.

ii.   Most importantly, the Payee (non-employee), receives the following message with the subject line starting with **'Action Required'** to indicate that the Payee is expected to perform an action.   **This email and the Payee taking the action of clicking on the URL within the email are critical to ensure that the Non-Employee Expense Report form continues to be processed.**

Thu 5/18/2017 1:31 PM

cmu-forms-transform@andrew.cmu.edu

Action Required: Carnegie Mellon University Non-Employee ER NEX00010221

Dear MR JOHN SMITH,

Alison Campbell has started the reimbursement process at Carnegie Mellon University for non-employees on your behalf. The purpose of this reimbursement is:

PGH 05/18/17 - TO PRESENT A BUSINESS TECHNOLOGY/INFORMATION SYSTEMS SEMINAR AT CMU/HEINZ COLLEGE

You need to complete the Payee section (the gray section beginning with Payee's Legal Name) by clicking on the link below. You are asked to complete or verify the following:

- Legal name as shown on driver's license, passport, visa, etc. No nicknames.
- Full address including city, state, zip code for those in the U.S., or city, region, province, country, and postal code if outside of the U.S.
- Banking information for electronic payments (required for an address outside of the U.S.)
- Email for direct deposit remittance, if different than the address in which you have received this email communication (U.S. only)
- Two Foreign Corrupt Practices Act (FCPA) questions
- Attach all receipts by clicking on the "Click Here to Attach/View Receipts" button

Once the gray section has been completed, click on the "Payee Submit for Processing" button to return your Form for processing.

https://carnegiemellontest-transform.perceptivecloud.com/iFiller/iFiller.jsp?mtref=873bc763-263d-4d81-9278-0881fd1bb5eb

Frequently asked questions can be found here. Any additional questions should be directed to Alison Campbell at +1 412 268 3509 or adc@andrew.cmu.edu.

Regards,

Carnegie Mellon University

9) The Payee receives the email (see above) containing the URL that must be used to continue with the creation of the Non-Employee Expense Report. The Payee is responsible for, at a minimum, responding to the **2 FCPA attestation questions** found on the form (for more information about FCPA attestation, please reference http://www.cmu.edu/ogc/fcpa). The remaining fields can be populated by the Payee **OR** by the Preparer.

The fields in the Payee section of the form include:

A. Payee's Legal Name – Last, First, MI (optional); this should be the Payee's legal name as shown on driver's license, passport, visa, etc.

B. Address – three address lines are available to accommodate data entry, no specific format is required in order to accommodate both domestic and international address formats, however, the first line of the Address is required for submission to an Approver.

C. Banking information for electronic payment (optional – only required if Payee wishes to be reimbursed electronically or if address is outside of the U.S.):
   i. Bank Name
   ii. Name as it appears on the account
   iii. Email for direct deposit remittance
   iv. ACH Routing Number or Swift Code (Swift Code required for foreign banks)
   v. Account Number or IBAN Number (IBAN Number required for foreign banks)
   vi. Transit, BSB or Sort Code (Sort Code required for Irish/UK banks, Transit Code required for Canadian banks)
   vii. Account Currency – currency of the bank account which is also the currency the Payee will be reimbursed in

D. Is the payee a US Citizen or a Taxing Resident? – drop down list includes choices of Yes, No

E. **FCPA QUESTION:** Do you anticipate that it will be necessary to interact with any foreign officials on behalf of CMU? – drop down list includes choices of Yes, No

F. **FCPA QUESTION:** Are you (or a family member) an official of a foreign government? – drop down list includes choices of Yes, No

10) The Payee (or the Preparer) must provide receipts for business expenses that are $75 or greater per CMU's Business and Travel Expense Policy. Receipts can be attached to the Non-Employee Expense Report form, either by the Payee directly or by the Preparer of the report, by clicking on the 'Click Here to Attach/View Receipts' button.

Please Note: Do not include special characters in the attachment name and do not attach the following file types: .bat, .exe, .com, .pif, .cmd, .js, .vbs, .zip, .dll, .sit.

i. The Payee is able to attach receipts by selecting scanned receipts using the 'Choose File' button and the 'Add' to add the file to the expense report.   When finished, the 'Close' button should be used to go back to the expense report.
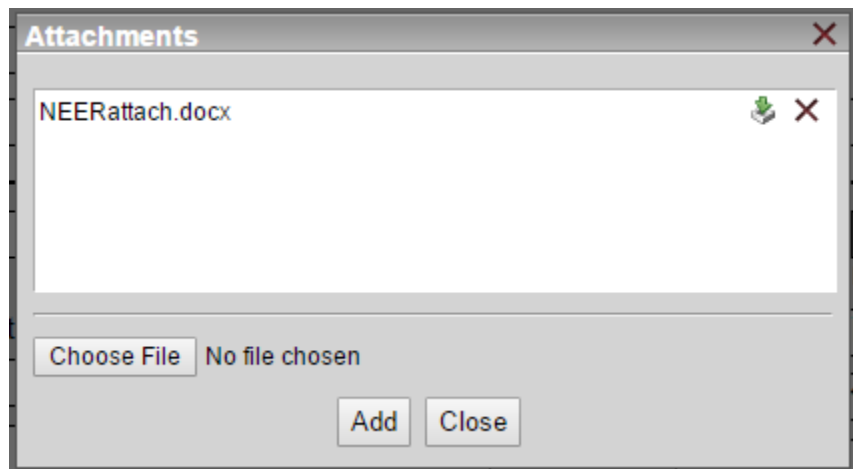
11) Once the information has been entered into the Payee section of the form, the Payee must click on the 'Payee Submit for Processing' button.

A. Clicking on this button generates the following message for the Payee to confirm that the report has been submitted back to Carnegie Mellon successfully:
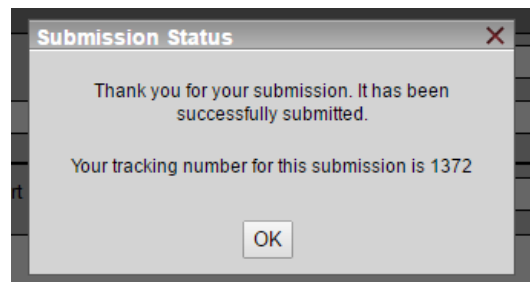
****Please Note:** The system generated tracking number included in this message is not useful for end users, in this case the Payee, and can be ignored. There is no need to retain/capture this tracking number.

    B.   Clicking on the 'Payee Submit for Processing' button also generates the following '**Action Required'** email message to the Preparer of the Non-Employee Expense Report:

Thu 5/18/2017 1:57 PM

cmu-forms-transform@andrew.cmu.edu

Action Required: Carnegie Mellon University Non-Employee ER NEX00010221 for JOHN SMITH

To   Alison D Campbell

Dear Alison Campbell,

JOHN SMITH has completed the payee portion of his/her non-employee expense report.

ER Reason (as sent to Payee):

PGH 05/18/17 - TO PRESENT A BUSINESS TECHNOLOGY/INFORMATION SYSTEMS SEMINAR AT CMU/HEINZ COLLEGE

Please use the link below to complete the expense report. As a reminder, please ensure all receipts are attached for expenses $75 or greater. Once completed, click on the "Preparer Submit to Approver" button to send the form to your approver.

https://carnegiemellontest-transform.perceptivecloud.com/iFiller/iFiller.jsp?mtref=166c1139-9ee5-49f8-887b-e063a6c74e31

Frequently asked questions about this form can be found here.

Thank you.

Preparer Completion

12) The Preparer receives the email (see above) containing the URL that must be used to continue with the creation of the Non-Employee Expense Report. The Preparer should review the Payee section to confirm that the Payee populated the fields in that section. If the Payee did not populate the fields, the Preparer must enter the missing data in order to allow for successful approval of the form and processing of the reimbursement.

13) The Preparer must now complete the main body of the Non-Employee Expense Report.
NOTE: The Non-Employee Expense Report form will time-out after 20 minutes of inactivity**,** unless the Preparer clicks Save and Complete Later. See Save and Complete Later section below.

The fields that must be populated include the following:

A. Approver's Andrew ID – once the Preparer enters the Approver's Andrew ID in the Approver's Andrew ID field and tabs out of the field, the Approver's First and Last Name, and Approver's Email Address are populated automatically.

B. Expense Report Header Information:

   i. Template – the template determines the types of expenses that are allowed to be included on the expense report; the dropdown list includes the following: Business Expense, Domestic Travel, Foreign Travel, Participant Support, Relocation Move, Relocation Other

   ii. Report Type – the report type indicates the type of accounts that the expenses are charged to; the dropdown list includes the following: General Ledger, Grants Accounting, GL/GM Combo.

      1. Selecting General Ledger as the Report Type allows for all expense items to be charged to General Ledger account combinations only.

      2. Selecting Grants Accounting as the Report Type allows for all expense items to be charged to Grant strings.

      3. Selecting the GL/GM Combo Report Type allows for each expense on the report to be charged to either a GL or Grants account string.

   iii. Ledger – the dropdown list includes: USA, QAR, AUS and when you tab out of this field the Non-Employee Expense Report form pulls the appropriate list of individual expense types that coordinate with the Template & Report Types chosen above.

   iv. Business Purpose – the information entered here provides the business purpose for the reimbursement and should abide by CMU's Business and
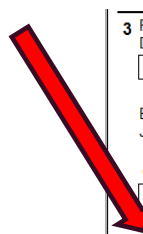
Travel Expense Policy. This field allows for 240 characters (per Oracle requirements).

C. Individual Expense Details:

    i. Receipt Date – this is the date of the expense

    ii. Receipt Amount – this is the actual amount of the incurred expense regardless of currency

    iii. Receipt Currency – this is the currency of the incurred expense

    iv. Reimbursed Amount – this is the amount of the expense based on the currency of the bank account; if the currency of the expense is not the same currency of the bank account, the Preparer must convert the receipt amount into the amount based on the reimbursed currency and attach the conversion rates as a receipt for audit purposes

    v. Reimbursed Currency - determined by the currency found in the Account Currency field in the Payee section of the expense report

    vi. Expense Item – this dropdown list will contain the expense types that are specific to the Template & Report Type that was selected above.

    vii. Business Justification – this must include the Who, What, When, Where, & Why information as per CMU's Business and Travel Expense Policy.

    viii. Accounting Information – the accounting information required for entry is dependent on the Report Type selected in the section above: General Ledger, Grants Accounting, or GL/GM Combo. The labels on the fields below change depending on the Report Type selected.

Object Code/Project	Funding Source/Task	Function/Award	Activity/Expenditure Org Name	Org/N/A	Entity/N/A

D. The Non-Employee Expense Report form displays three expense item lines on the first page. However, if more than three expense items exist, there are two additional pages available so that a total of 20 expense items can be created on the same expense report for the Non-Employee. In order to enter additional lines of expense items, Preparers can click on the 'Click to add or view additional lines' button:
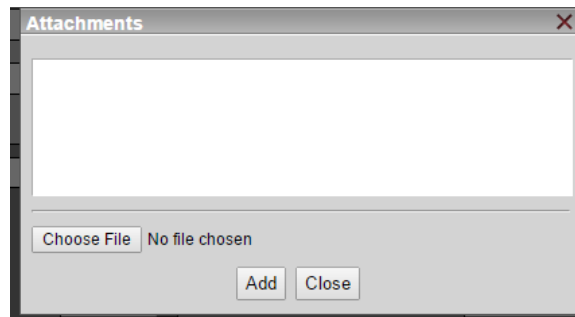

E. The Preparer must ensure that the appropriate receipts (per policy threshold) are attached to the report. This can be done by clicking on the 'Click to attach/view receipts' button.

i. **Note**: there are two 'Click to attach / view receipts' buttons on the form, and either can be used by the Preparer since both buttons point to the same attached files.


ii. The following screen appears:

iii. The Preparer clicks on the Choose File button to select the file/receipt to attach to the Non-Employee Expense Report. A browse window appears from where a scanned/downloaded receipt/file can be selected as an attachment:
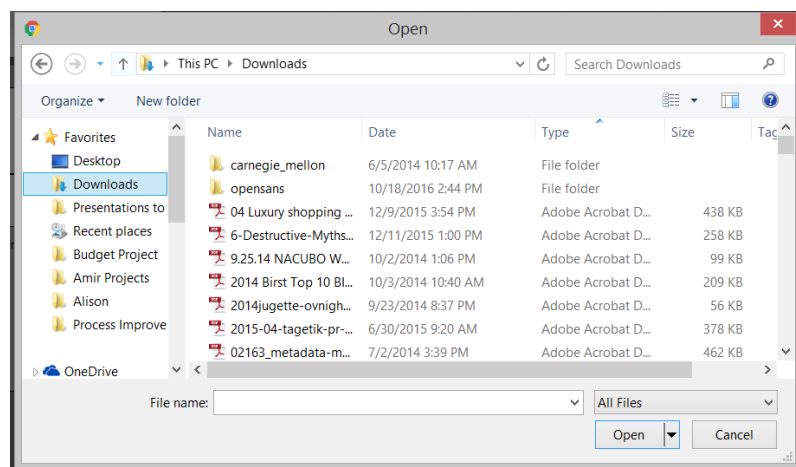

iv. The appropriate receipt/file is selected and the Attachments window appears again with the name of the file next to the 'Choose File' button:
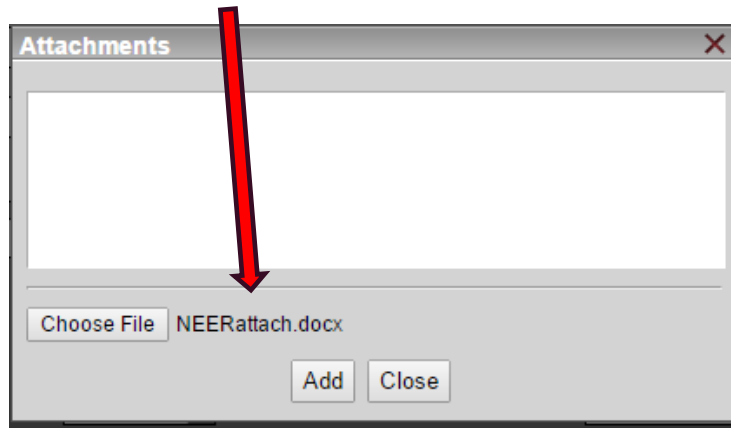
    v.   Once a file has been chosen, click on the 'Add' button to attach the file to the form.

Please Note: Do not include special characters in the attachment name and do not attach the following file types: .bat, .exe, .com, .pif, .cmd, .js, .vbs, .zip, .dll, .sit.
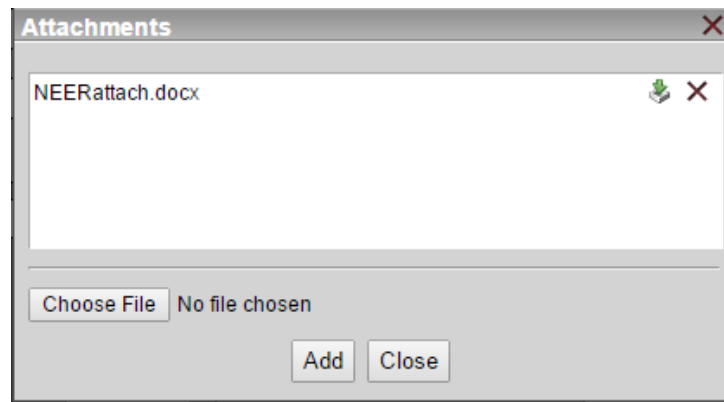

    vi.   Preparers and Approvers are able to view the attachments added by either the Preparer or the Payee by clicking on the download icon.

    vii.   If a Payee or a Preparer has attached a receipt that is not appropriate per policy or is not necessary, the Preparer is able to remove the receipt by clicking on the red X next to the download icon.

14) With the information populated into the various sections as mentioned above, the Preparer clicks on the 'Preparer Submit to Approver' button:

A. Clicking on this button generates the following message for the Preparer to confirm that the report has been submitted to the Approver successfully:
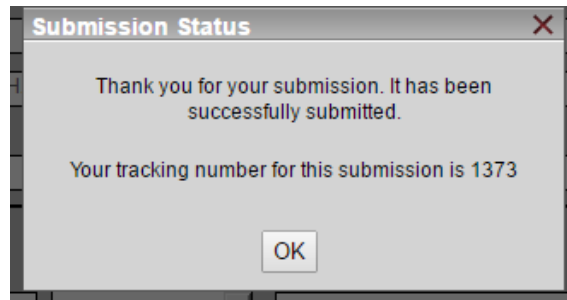
Please Note: The system generated tracking number included in this message is not useful for end users, in this case the Preparer, and can be ignored. There is no need to retain/capture this tracking number.

B. Clicking on the 'Preparer Submit to Approver' button generates the following two email messages:

i. The Approver receives the following message with the subject line beginning with '**Action Required'** to indicate that the Approver is expected to perform an action.

ii. The Preparer receives the following message with the subject line beginning with '**FYI'** to indicate that no action is required of the Preparer.

Reply Reply All Forward

Mon 12/11/2017 2:59 PM

cmu-forms-transformDONOTREPLY@andrew.cmu.edu

FYI - NEXT0005156 was sent to April Brosius for Approval

To   Uzwala Sajja

Dear Kumari Sajja,

Non-employee expense report number NEXT0005156 has been sent to April Brosius for action.

NEX Number: NEXT0005156
Preparer: Kumari Sajja
Payee: kumari sajja
Approver: April Brosius
ER Reason (as sent to Payee): testing

Frequently asked questions about this form can be found here.

Thank you,
CMU Forms Transform
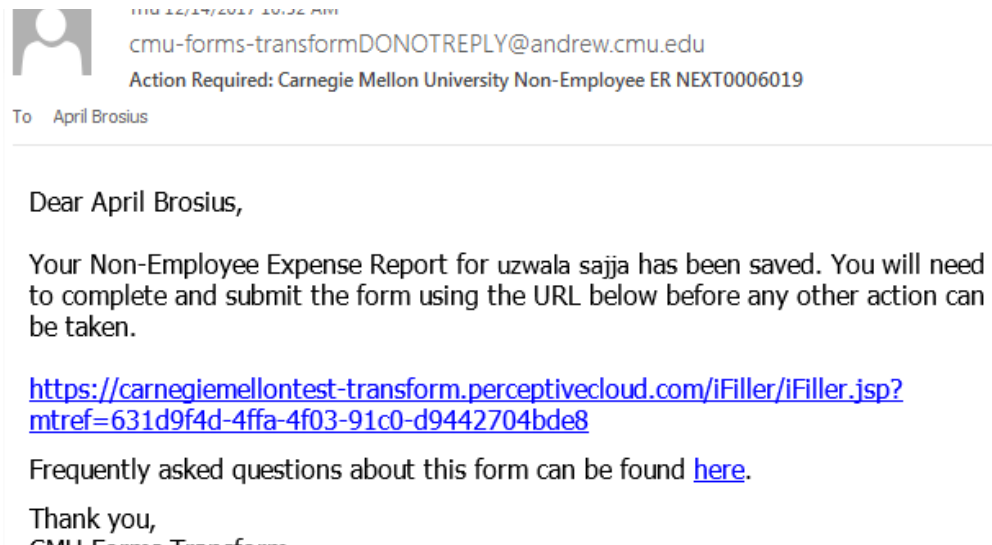On behalf of Systems Implementation and Technology Solutions

Save & Complete Later

15) Preparers have an option to save the form and complete later while entering the expense detail portion of the form.

16) Clicking on the 'Save and Complete Later' button generates the following email message with a subject line starting with '**Action Required**' to indicate that the Preparer is expected to perform an action.

**Please Note: If the Preparer does not use this new email notification to access the form, the form will not show their progress made thus far.

Thu 12/14/2017 10:32 AM

cmu-forms-transformDONOTREPLY@andrew.cmu.edu

Action Required: Carnegie Mellon University Non-Employee ER NEXT0006019

To   April Brosius

Dear April Brosius,

Your Non-Employee Expense Report for uzwala sajja has been saved. You will need to complete and submit the form using the URL below before any other action can be taken.

https://carnegiemellontest-transform.perceptivecloud.com/iFiller/iFiller.jsp?mtref=631d9f4d-4ffa-4f03-91c0-d9442704bde8

Frequently asked questions about this form can be found here.

Thank you,
CMU Forms Transform

17) To complete the form preparer can click on the URL from the email and continue entry on the form. There is no llimit to how many times a Preparer can click Save and Complete Later on the same form.

Approver Action

18) The Approver receives the email (see above) containing the URL that must be used to continue with the processing of the Non-Employee Expense Report. The Approver should review the entire report including Payee information, expenses, receipts, business justifications, account strings, etc. before approving the report for payment. The Approver can take four different actions:
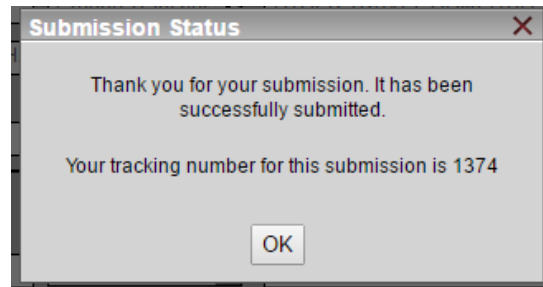

A. Approve:

i.   When clicking on the Approve button, the Approver, Approver Andrew ID and Date fields automatically populate.

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ii. The Approver receives a confirmation message that the report has been submitted successfully:

Submission Status

Thank you for your submission. It has been successfully submitted.
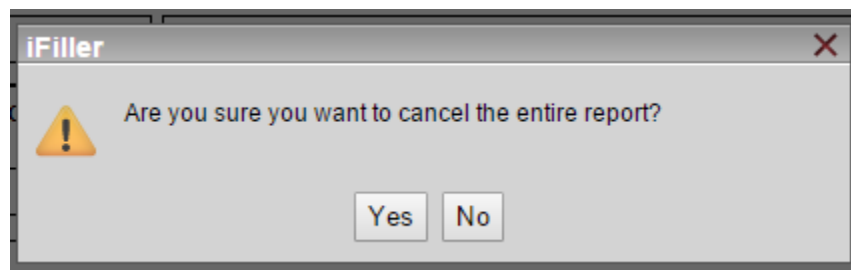
Your tracking number for this submission is 1374

OK

**Please Note: The system generated tracking number included in this message is not useful for end users, in this case the Approver, and can be ignored. There is no need to retain/capture this tracking number.

iii. Clicking on the 'Approve' button also generates the following '**FYI**' email message to the Preparer of the Non-Employee Expense Report:
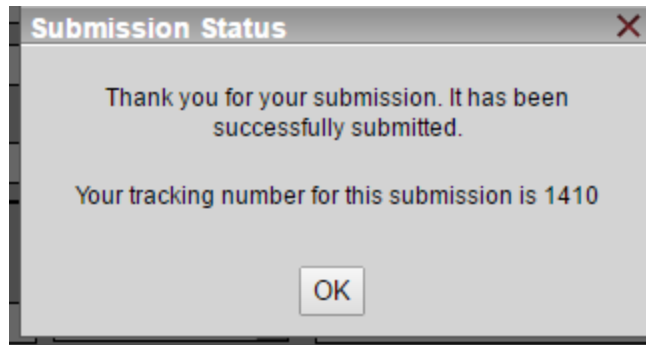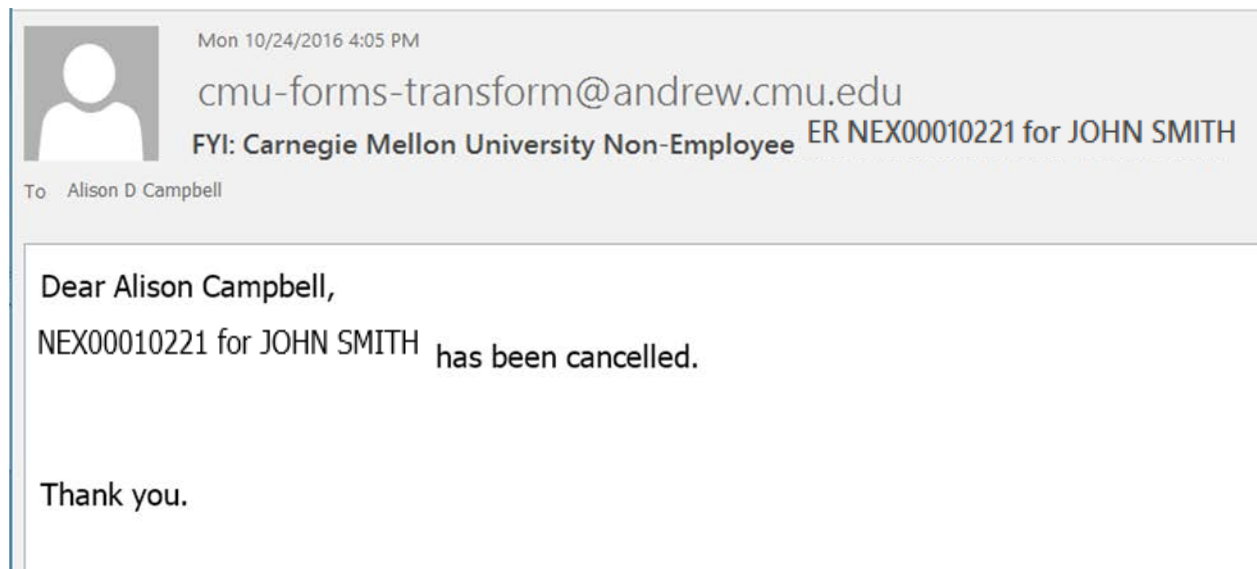
Thu 5/18/2017 4:18 PM

cmu-forms-transform@andrew.cmu.edu

FYI: Carnegie Mellon University Non-Employee ER NEX00010221 for JOHN SMITH

To   Alison D Campbell

Dear Alison Campbell,

The non-employee expense report NEX00010221 for JOHN SMITH in the amount of 922.17 USD has been approved. The report is now with AP Audit.

https://carnegiemellontest-transform.perceptivecloud.com/iFiller/iFiller.jsp?mtref=10a3c0a5-2d4f-43df-8e2b-d7dca534360f

Frequently asked questions can be found here.

Thank you.

B. Cancel:

i. When clicking on the Cancel button, the Approver receives the following message:

iFiller

⚠ Are you sure you want to cancel the entire report?

Yes No

1. If the Approver clicks 'No', nothing happens to the report and the Approver is able to approve, deny, or forward the report to another approver.
2. If the Approver clicks 'Yes', the report is deleted (no longer exists) and the Approver will receive the following message:

Submission Status ✕

Thank you for your submission. It has been successfully submitted.

Your tracking number for this submission is 1410

OK

ii. The Preparer receives the following '**FYI**' email so that they are aware that the Approver chose to cancel the Non-Employee Expense Report form.

Mon 10/24/2016 4:05 PM

cmu-forms-transform@andrew.cmu.edu

FYI: Carnegie Mellon University Non-Employee ER NEX00010221 for JOHN SMITH

To   Alison D Campbell

Dear Alison Campbell,

NEX00010221 for JOHN SMITH has been cancelled.

Thank you.

C. Deny:
   i. When choosing to Deny the Non-Employee Expense Report, the Approver must enter a Denial Reason. This Denial Reason is provided to the Preparer via an email so that the Preparer can take the appropriate action to re-submit the report.
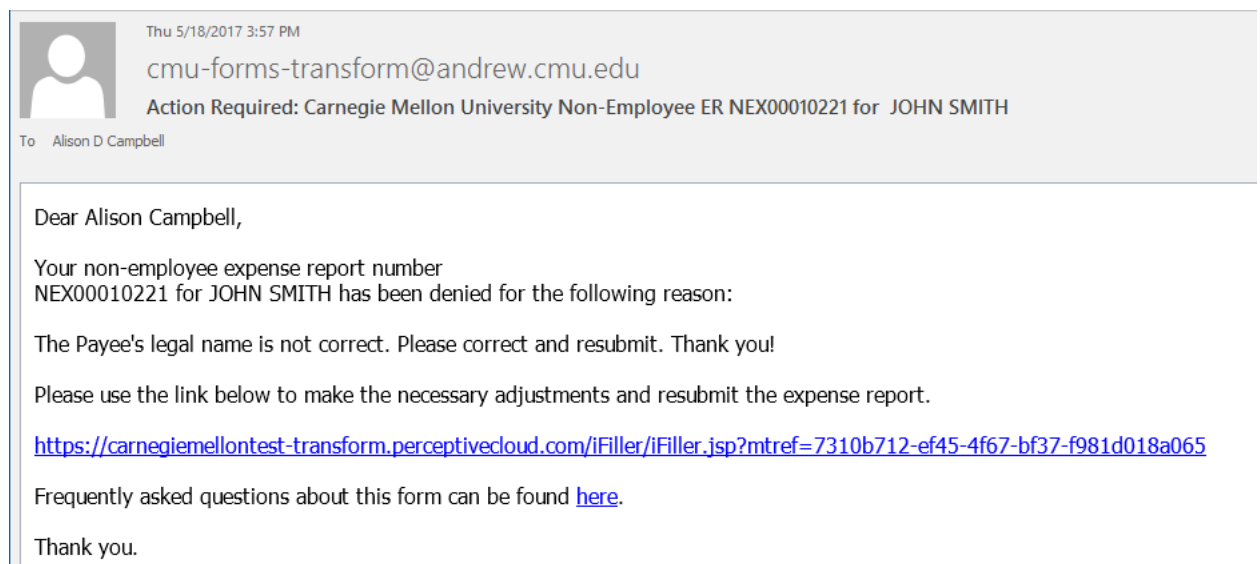
  ii. Once a Denial Reason is entered, the Approver clicks on the Deny button and receives the following message:
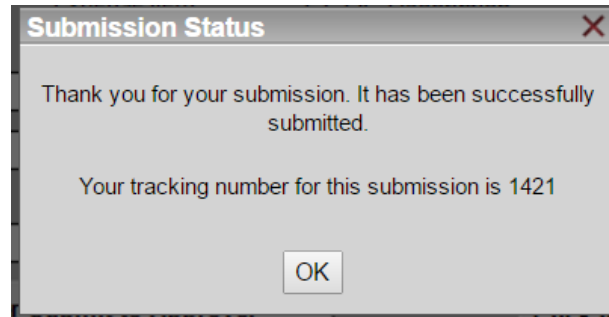
    1. If the Approver fails to remember to enter a Denial Reason prior to clicking on the Deny button, the Approver receives the following message:
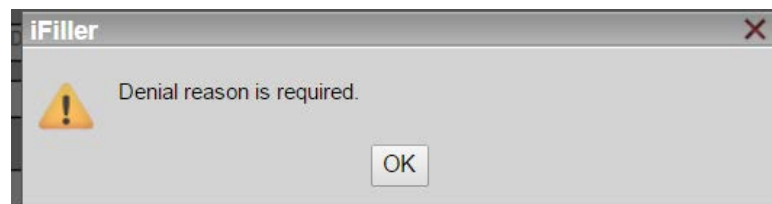
  iii. The Preparer receives the following '**Action Required**' email informing them of the Approver's denial of the report, as well as, the Denial Reason.

Thu 5/18/2017 3:57 PM

cmu-forms-transform@andrew.cmu.edu

Action Required: Carnegie Mellon University Non-Employee ER NEX00010221 for JOHN SMITH

To Alison D Campbell

Dear Alison Campbell,

Your non-employee expense report number
NEX00010221 for JOHN SMITH has been denied for the following reason:

The Payee's legal name is not correct. Please correct and resubmit. Thank you!

Please use the link below to make the necessary adjustments and resubmit the expense report.

https://carnegiemellontest-transform.perceptivecloud.com/iFiller/iFiller.jsp?mtref=7310b712-ef45-4f67-bf37-f981d018a065

Frequently asked questions about this form can be found here.

Thank you.

iv. The Preparer is able to take appropriate action on the report and resubmit it which will send the Approver another '**Action Required**' email and allow for the Approval process to occur again. The Approver is able to deny the report multiple times, providing a Denial Reason each time.

D. Forward to Approver 2:

i. When choosing to forward the Non-Employee Expense Report to another approver, the Approver must enter the next Approver's Andrew ID. When tabbing out of the field, the Approver 2's Last name, First name, and Email address will populate.

**Please note: The report can only be forwarded to another approver by the first Approver. Approver 2 will not have the ability to forward the report on to another approver.

ii. After the appropriate information for Approver 2 has been entered and the Forward to Approver 2 button has been clicked, the following message appears:
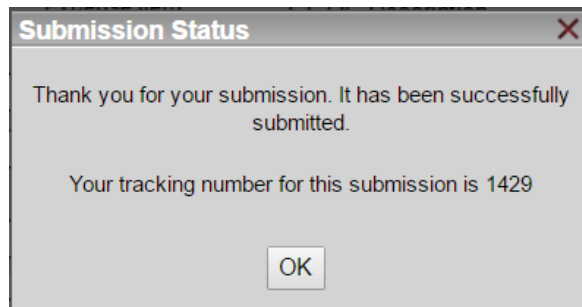

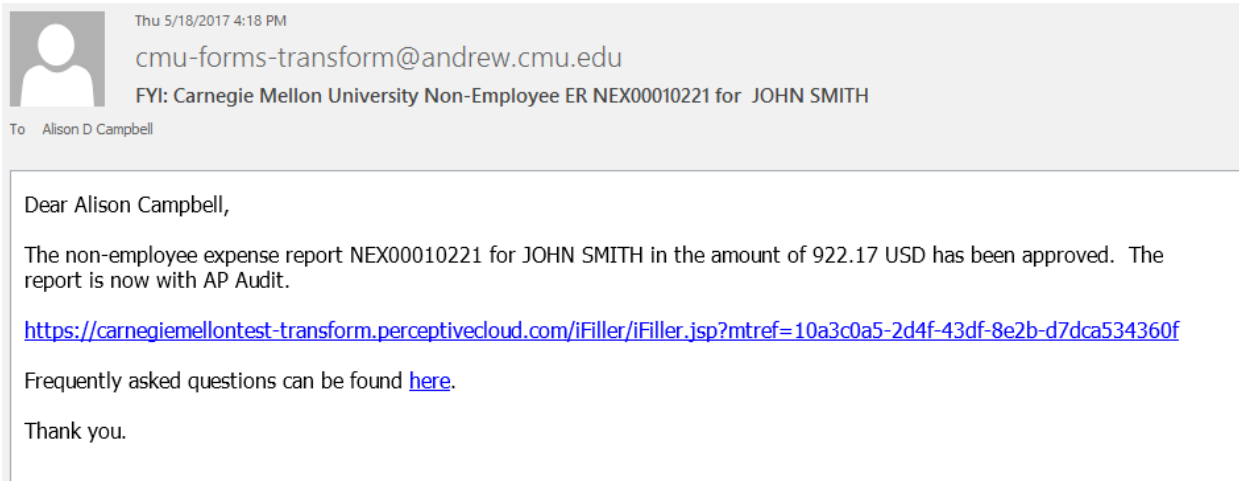iii. Clicking on the "Forward to Approver 2" button also generates the following two email messages:

I. The Preparer receives the following '**FYI**' email informing them of the Approver's decision to forward the approval of the report to another Approver.
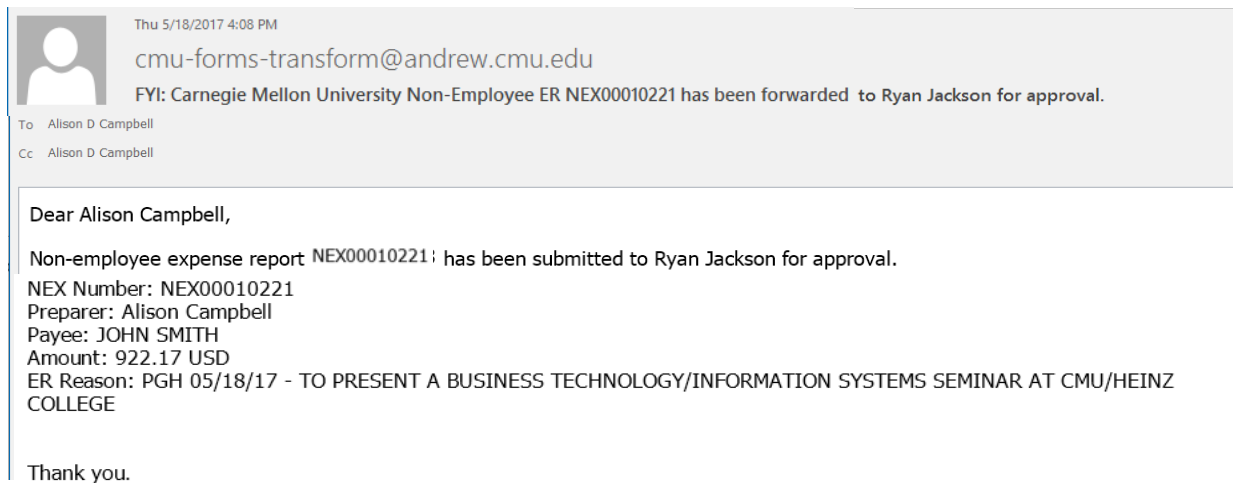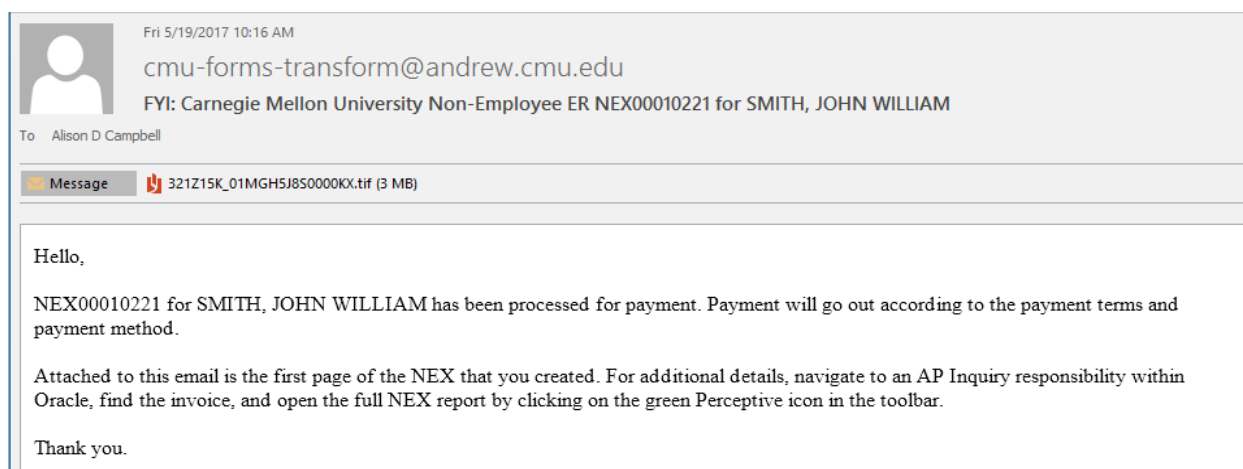
2. Approver 2 receives the following '**Action Required**' email containing the URL that must be used to continue with the processing of the Non-Employee Expense Report.
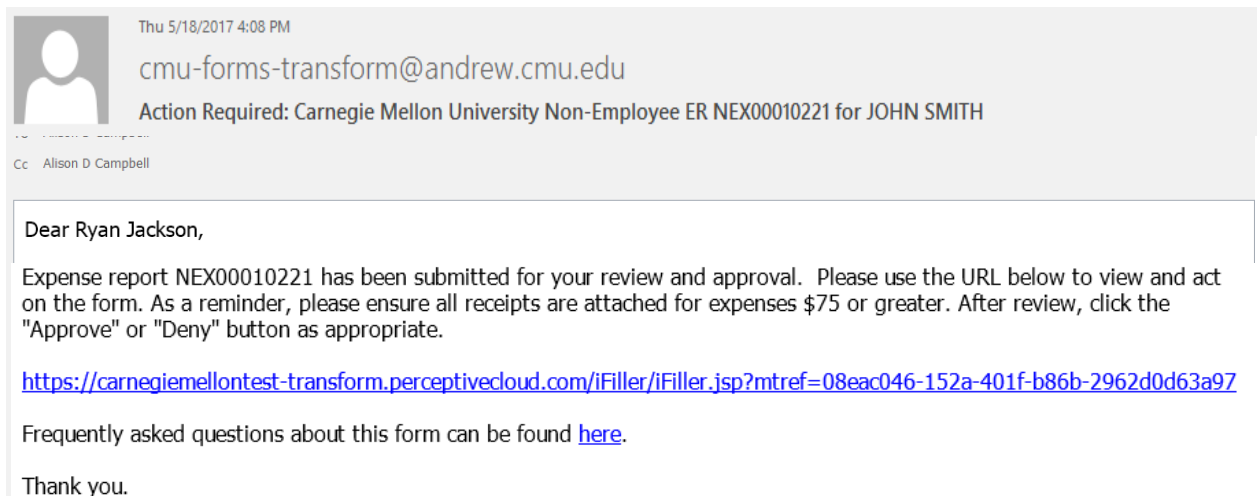
E. Once Approver 2 approves the report, the Preparer receives the following '**FYI**' email to indicate that no action is required on the part of the Preparer:

Thu 5/18/2017 4:18 PM

cmu-forms-transform@andrew.cmu.edu

FYI: Carnegie Mellon University Non-Employee ER NEX00010221 for JOHN SMITH

To   Alison D Campbell

Dear Alison Campbell,

The non-employee expense report NEX00010221 for JOHN SMITH in the amount of 922.17 USD has been approved. The report is now with AP Audit.

https://carnegiemellontest-transform.perceptivecloud.com/iFiller/iFiller.jsp?mtref=10a3c0a5-2d4f-43df-8e2b-d7dca534360f

Frequently asked questions can be found here.

Thank you.

19) Once the report has been processed through Accounts Payable and is ready for payment, the Preparer receives the final email regarding the Non-Employee Expense Report:

Fri 5/19/2017 10:16 AM

cmu-forms-transform@andrew.cmu.edu

FYI: Carnegie Mellon University Non-Employee ER NEX00010221 for SMITH, JOHN WILLIAM

To   Alison D Campbell

Message   321Z15K_01MGH5J8S0000KX.tif (3 MB)

Hello,

NEX00010221 for SMITH, JOHN WILLIAM has been processed for payment. Payment will go out according to the payment terms and payment method.

Attached to this email is the first page of the NEX that you created. For additional details, navigate to an AP Inquiry responsibility within Oracle, find the invoice, and open the full NEX report by clicking on the green Perceptive icon in the toolbar.

Thank you.

A. Attached to this final email is the first page of the non-employee expense report. This can be viewed by the Preparer to be reminded as to the purpose of the reimbursement. Additionally, the email states that the Preparer is able to view the non-employee expense report through Oracle via the appropriate set of books AP Inquiry responsibility. The section titled Viewing in Oracle of this document for details.

Pending Action 7 day Reminder Emails

20) If any document has no action for seven consecutive days, while pending with the Non-Employee or Preparer, the following 'FYI' email is sent to the Preparer. The reminder will continue to be sent every seven days until action is taken.

A. To act on the NEX form, the Preparer should access the URL from the 'Action Required' email that was sent seven or more days ago.

Hello,

The following Non-Employee Expense Report has been pending your action for at least seven days. Below is detail associated with the outstanding report.

NEX Number: NEXT0005011

Preparer: ksajja

Payee: sajja, uzwala

You are encouraged to identify your most recent "Action Required" email associated with this report and act accordingly. If this report is no longer needed, please use the most recent email to access the report and click Cancel Report on the bottom, right corner of the form. If you do not act on this report, you will continue to receive reminders every seven days.

Frequently asked questions can be found here.

Thank you,

CMU Forms Transform

21) If any document has no action for seven consecutive days while pending with the Approver or Approver2, the following 'FYI' email is sent to the Approver or Approver 2 respectively. The reminder will continue to be sent every seven days until action is taken.

    A. To act on the NEX form, the Approver/Approver 2 should access the URL from the 'Action Required' email that was sent seven or more days ago.

Hello,

The following Non-Employee Expense Report has been pending your action for at least seven days. Below is detail associated with the outstanding report.

NEX Number: NEXT0005011

Preparer: ksajja

Payee: sajja, uzwala

Report Total: 300 USD

You are encouraged to identify your most recent "Action Required" email associated with this report and act accordingly. If this report is no longer needed, please use the most recent email to access the report and click Cancel Report on the bottom, right corner of the form. If you do not act on this report, you will continue to receive reminders every seven days.

Frequently asked questions can be found here.

Thank you,

CMU Forms Transform

22) After a payment is scheduled by Accounts Payable, the invoice is visible within Oracle to anyone with AP Inquiry access in Oracle.

23) Navigate to your AP Inquiry responsibility:
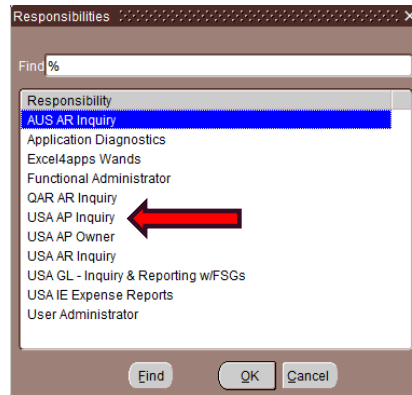
24) Navigate to Invoices->Inquiry->Invoices:
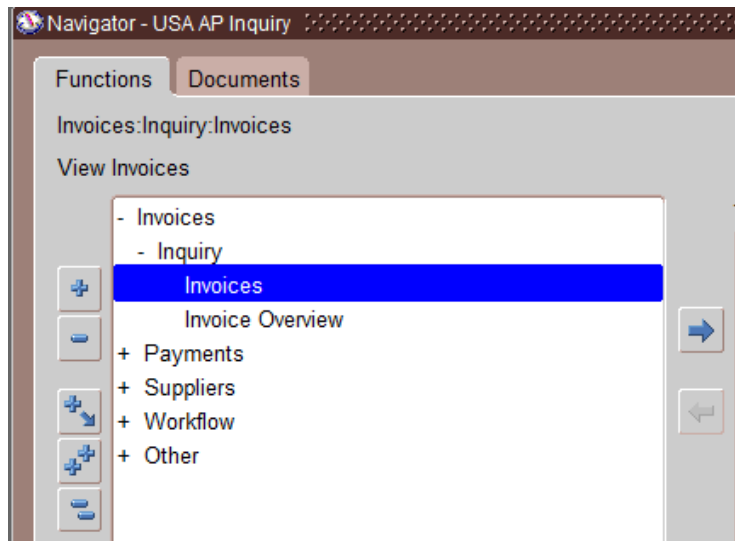
25) After launching the Invoices window, the Find Invoices screen will appear. The invoice number generated through the ECM process (beginning with 'NEX') and using all capital letters) will be the number that is entered into Oracle as the invoice number. In this example, the invoice number is NEX00010221. ****Please note:** Enter the invoice number in all capital letters (ex. NEX) as the Oracle search is case sensitive. Once the invoice number has been entered, click on the Find button:

26) The Invoice Workbench screen will launch. The data in the fields found on this screen will represent the information that was entered onto the non-employee expense report form.

27) To view the ECM non-employee expense report itself, click on the Perceptive icon in the toolbar.

28) Clicking on this icon will launch a web browser window. If you do not see anything happen when you've clicked on the icon, it may be that the browser opened behind Oracle. You can get to the browser by hovering over your web browser icon (in this example, Internet Explorer) in the Taskbar at the bottom of the screen. The browser windows that are currently open will display as you hover and you will see a browser for Perceptive Content.
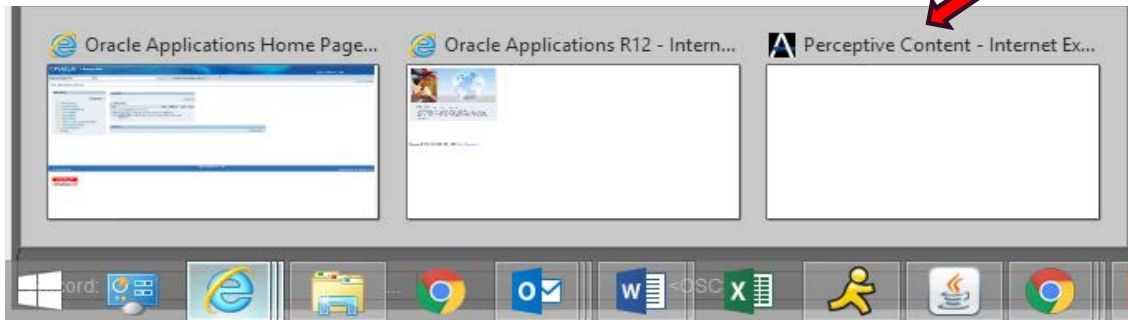
29) The non-employee expense report will display in the web browser with any personal identification information redacted (hidden with black boxes). The arrows at the bottom of the page will allow you to view all attachments associated with the report.

Non-Employee Expense Report Checklist:

☐ Did the Payee fill out their name correctly (last, first, middle) with their full legal name (no nicknames)?

- ☐ Did the Payee fill out their full address? Must include full street address, City, State, Zip Code and Country (if applicable)
- ☐ Is the Payee bank information filled out correctly?
    - ⁎ Routing number and Account number – US Bank Payments
    - ⁎ Swift Code and IBAN – Foreign Bank Payments
- ☐ Is the Payee associated with the University (i.e. student)? If so, is their Andrew ID in the Payee section?
- ☐ Is the Payee's email address in the top section? Is this the correct email to send both the form and remittance advise too?
- ☐ Did the person seeking reimbursement respond to the question whether or not they are a US Citizen?
- ☐ Are all receipts attached for expenses over $75? If a receipt is missing and/or damaged, please ensure that the Missing Receipt form (http://www.cmu.edu/finance/forms/files/missing_rcpt.pdf) is completed and attached to ER when submitted.
- ☐ Is mileage rate accurate for the reimbursement year? (http://www.cmu.edu/finance/controller/bte/mileage-rates.html) Please ensure you have included support, such as Google Maps directions, to support the mileage claim.
- ☐ Does the ER request reimbursement for the same currency type throughout the ER? An ER can only be processed in one currency. If a receipt needs to be converted to a different currency, please ensure the currency conversion support is attached with the original receipt. (https://www.oanda.com/currency/converter/)
- ☐ Are the expenses being submitted over 90 days from the expense being incurred? If yes…
    - ✓ Please attach the W-9 for a US Citizen
    - ✓ Please attach the FNIF and W-8Ben for Foreign Nationals
        - ⁎ Non-resident aliens could be subject up to 30% withholding on their payment.