

Submitting a Non-Employee Expense Report (NEER) Request Form

1 Navigate to <https://xforms.andrew.cmu.edu/NonEmployeeReimbursement>

2 Click "SIGN IN"

Home / Online forms / Non Employee Expense Report Initiation

Non Employee Expense Report Initiation

This form can only be completed by signed in users

Please [sign in](#) or register.

SIGN IN

3 Sign in using your Andrew ID and Password

Web Login

AndrewID

Password

Login

Warning: The URL for this page should begin with **https://login.cmu.edu**.
If it does not, do not fill in any information, and report this site to it-help@cmu.edu.

[About](#) | [Change Password](#) | [Forgot Password?](#)

4 To start a new **Non Employee Expense Report (NEER)**, click the "BEGIN THIS FORM" button. You can also resume forms that were previously started.

Non Employee Expense Report Initiation

Resume form?

You have previously started this form, you may continue from a saved version or start a new form.

Started 19th August 2024 4:32pm **RESUME**

Started 19th August 2024 11:57am **RESUME**

Click NEXT to enter the Non-Employee Expense Report details.

BEGIN THIS FORM

5

Review the information making sure your Andrew ID, Name, and Email are correct. If no information is showing, you will need to type in your information.

Home / Online forms / Non Employee Expense Report Initiation

Non Employee Expense Report Initiation

Preparer Details

Preparer Andrew ID *Required*

Andrew ID
rpasko

First Name

Ryan

Last Name

Pasko

E-mail

rpasko@andrew.cmu.edu

6

Once all information is correct, click the "NEXT" button

Home / Online forms / Non Employee Expense Report Initiation

Non Employee Expense Report Initiation

Preparer Details

Preparer Andrew ID *Required*

Andrew ID
rpasko

First Name
Ryan

Last Name
Pasko

E-mail
rpasko@andrew.cmu.edu

PREVIOUS

NEXT



The next page asks if the payee is a CMU student. Choose either Yes or No. Based on the response, more fields will appear.

Steps 7 - 12 will show the options for a "No" response.

Skip to Steps 13 - 16 for the "Yes" response options.

7 Click the dropdown and select "No"

Non Employee Expense Report Initiation

Payee Details

Is the payee a CMU student? *Required*

Please select...



PREVIOUS

NEXT

8 Type in the payee's email address

Payee Details

Is the payee a CMU student? *Required*

No



Payee Email *Required*

|

Reenter Email *Required*

Payee Prefix

9 Reenter the email address of the payee

Payee Email *Required*

Reenter Email *Required*

Payee Prefix

Include punctuation (i.e. Mr. or Mrs.)

10 Type in the payee's prefix if desired

Reenter Email *Required*

Payee Prefix

Include punctuation (i.e. Mr. or Mrs.)

Payee First Name *Required*

11 Type the payee's first name

Payee First Name

Include punctuation (i.e. Mr. or Mrs.)

Payee First Name *Required*

Payee Last Name *Required*

12 Type the payee's last name

Payee First Name *Required*

Payee Last Name *Required*

PREVIOUS



Steps 13 - 16 show the options for a "Yes" response to the question asking whether or not the payee is a CMU student.

Skip to step 17 if you are filling out the form for someone who is not a CMU student.

13 Click the dropdown and select "Yes"

Home / Online forms / Non Employee Expense Report Initiation

Non Employee Expense Report Initiation

Payee Details

Is the payee a CMU student? *Required*

Please select...



PREVIOUS

NEXT

14 Click the "Enter Andrew ID" field and type in the student payee's Andrew ID

Is the payee a CMU student? *Required*

Yes

Student Andrew ID *Required*

Enter Andrew ID

|  LOOKUP

PREVIOUS

15 After typing in the Andrew ID, click the "LOOKUP" button

Payee Details

Is the payee a CMU student? *Required*

Yes 

Student Andrew ID *Required*

Enter Andrew ID

moffattc  LOOKUP

PREVIOUS NEXT

16 Make sure the student payee's email and name are correct

Yes ▼

Student Andrew ID *Required*

Enter Andrew ID

moffattc LOOKUP

Email Address
moffattc@andrew.cmu.edu

Full Name
Chrissy Moffatt

PREVIOUS NEXT

17 Click "NEXT"

Student Andrew ID *Required*

Enter Andrew ID

moffattc LOOKUP

Email Address
moffattc@andrew.cmu.edu

Full Name
Chrissy Moffatt

PREVIOUS NEXT

18

Click the "Explain to the payee why you are initiating this reimbursement:" field and type in an explanation of why you are creating the reimbursement

Home / Online forms / Non Employee Expense Report Initiation

Non Employee Expense Report Initiation

Payee Reimbursement Explanation

Explain to the payee why you are initiating this reimbursement: *Required*

PREVIOUS

NEXT

19

Click "NEXT"

Non Employee Expense Report Initiation

Payee Reimbursement Explanation

Explain to the payee why you are initiating this reimbursement: *Required*

For conference charges to present their paper.

PREVIOUS

NEXT

Non Employee Expense Report Initiation

Review your supplied details

Pressing "Submit Form" will send these details for processing.

Page: Preparer Details

Preparer Andrew ID

Andrew ID	rpasko
Email Address	rpasko@andrew.cmu.edu
First Name	Ryan
Last Name	Pasko
Full Name	Ryan Pasko

Page: Payee Details

Is the payee a CMU student? Yes

Student Andrew ID

--	--

Preparer Andrew ID

Andrew ID	rpasko
Email Address	rpasko@andrew.cmu.edu
First Name	Ryan
Last Name	Pasko
Full Name	Ryan Pasko

Page: Payee Details

Is the payee a CMU student? Yes

Student Andrew ID

Andrew ID	moffattc
Email Address	moffattc@andrew.cmu.edu
Full Name	Chrissy Moffatt

Page: Payee Reimbursement Explanation

22

After reviewing the information and confirming it is correct, click the "SUBMIT FORM" button

Email Address	moffattc@andrew.cmu.edu
Full Name	Chrissy Moffatt

See Reimbursement Explanation

payee why you are reimbursement: For conference charges to present their paper.

SUBMIT FORM

23

The "Thanks for completing this form." page appears letting you know the form is complete and has been submitted. You will also see the NEER number on this page.

Home / Online forms / Non Employee Expense Report Initiation

Non Employee Expense Report Initiation

Thanks for completing this form.

Non Employee Expense Report NEX000146 has been initiated.

Please click [here](#) to start a new form.

24

If you need to create another NEER, you can click the link "here" at the bottom of the page and repeat steps 5 - 23. To continue with the NEER process skip to step 26

Home / Online forms / Non Employee Expense Report Initiation

Non Employee Expense Report Initiation

Thanks for completing this form.

Non Employee Expense Report NEX000146 has been initiated.

Please click [here](#) to start a new form.

25

Clicking the "here" link takes you back to the Non Employee Expense Report Initiation page and you can start a new form if you need to create another NEER

Home / Online forms / Non Employee Expense Report Initiation

Non Employee Expense Report Initiation

Resume form?

You have previously started this form, you may continue from a saved version or start a new form.

Started 19th August 2024 4:32pm **RESUME**

Started 19th August 2024 11:57am **RESUME**

Click NEXT to enter the Non-Employee Expense Report details.

BEGIN THIS FORM

26

Once the NEER form has been submitted, you will receive an email indicating it has been sent to the payee

TEST FYI: NEX000146 has been sent to  Inbox x



cmu-ecm-formsDONOTREPLY@andrew.cmu.edu

to me ▾

Dear Ryan Pasko,

Non-employee expense report number NEX000146 has been sent to Chrissy Moffatt at moffattc@andrew.cmu.edu.

ER Reason (as sent to Payee): For conference charges to present their paper.

Frequently asked questions about this form can be found [here](#).

Thank you,

Accounts Payable Carnegie Mellon University

On behalf of [Enterprise Content Management](#)

 Reply

 Forward



After steps 5 - 23 are completed, the form is sent to the payee to complete additional information (e.g. banking information, address, name, and email). Once the payee submits the form, it will be routed back to the preparer for additional details.

The next steps 27 - 56 show what the preparer does after the payee submits their form.

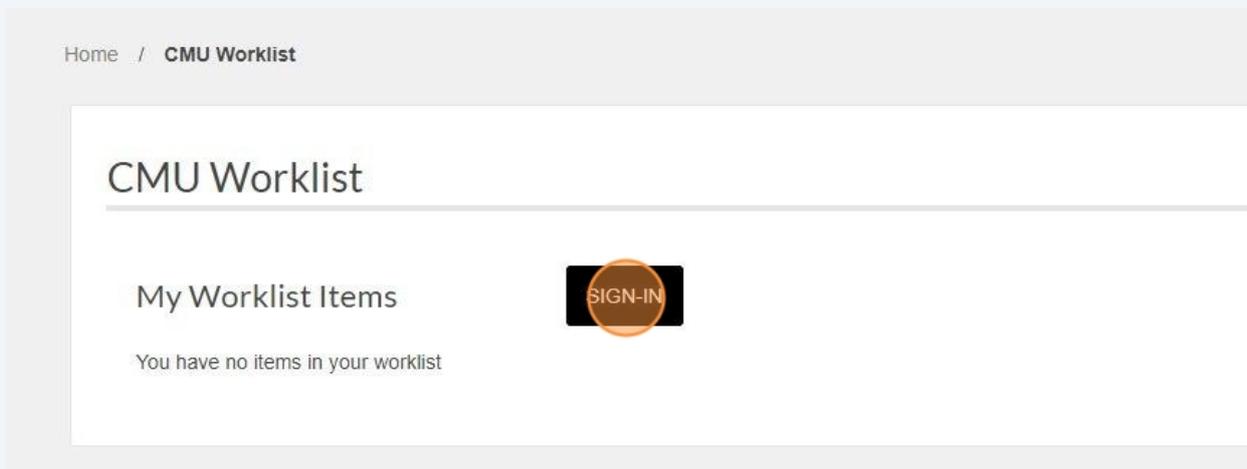
27

As the preparer, you will receive an email after the payee submits their form. Click the "Click here to review request" link to complete the expense report.



28

Click the "Sign-In" button



29

Your CMU Worklist will show the expense report items that require your action. Click the Details link on the right side to enter that specific NEER form.

me / CMU Worklist

CMU Worklist

My Worklist Items

APPROVER ANDREW ID	PREPARER ANDREW ID	FORM REFERENCE	CASE REFERENCE	LAST MODIFIED DATE	STATUS	DETAILS
rpasko	rpasko	14327	NEX000147	08/20/2024	Action Required	Details

30

To view more details about the request click the "SHOW TABLE +" button

Request Details

Below are the attachments and information from the previous submission. Click the "Show Table +" button to view more details about the request. Or, click the "PROGRESS CASE" button below to act on it.

[PROGRESS CASE](#)

[SHOW TABLE +](#)

FIELD

VALUE

31

The table of information appears for you to review

FIELD	VALUE
Case Reference	NEX000147
Manager's Andrew ID	rpasko
Preparer's AndrewID	rpasko
Form Reference	14327
Status	Preparer
Payee Full Name	Ryan Pasko
Preparer's Andrew ID	rpasko
Preparer's Full Name	Ryan Pasko
Is the payee a CMU student?	No
ER Reason	Conference registration reimbursement.
Payee Email	Paskorm@gmail.com
Preparer's Email	rpasko@andrew.cmu.edu
Creation Date	08/20/2024
Payee's First Name	Ryan
Payee's Last Name	Pasko

32 To collapse the table for review click "HIDE TABLE -"

Details

Below are the attachments and information from the previous submission. Click the "Show Table +" button to view more details about the request. Or, click the "PROGRESS CASE" button below to act on it.

CASE

HIDE TABLE -

	VALUE
Case ID	NEX000147
Created By	rpasko
Created By ID	rpasko
Case Number	14327

33 Once you are ready, click the "PROGRESS CASE" button

You are accessing this form in the test environment. Submissions are for testing purposes only.

Request Details

Below are the attachments and information from the previous submission. Click the "Show Table +" button to view more details about the request. Or, click the "PROGRESS CASE" button below to act on it.

PROGRESS CASE

FIELD

VALUE

34

The Non Employee Expense report (NEX) Preparer Expense Details form opens. The page count at the top says you are on page 1 of 27. That number of pages depends on answers to questions. Most NEX/NEER's will be less than 27 pages.

Home / Online forms / NEX Preparer Expense Details

NEX Preparer Expense Details



Page 1 of 27 (possible) . You are 4% complete.

Instructions

Click NEXT to enter the expense details associated with this reimbursement request. Upon submission the information can be reviewed by the specified approver.

NEXT

35

Click the "NEXT" button to move to the next page

NEX Preparer Expense Details

le) . You are 4% complete.

the expense details associated with this reimbursement request. Upon submission the information can be reviewed by the

NEXT

36

Click the "Enter Andrew ID" field and type the Andrew ID of the approver for this NEER.

Note: the approver cannot be the preparer or the payee.

NEX Preparer Expense Details

Page 2 of 26 (possible) . You are 8% complete.

Approver Details

Approver's Andrew ID *Required*

Enter Andrew ID



LOOKUP

PREVIOUS

NEXT

37

Once you type in the approvers Andrew ID, click the "LOOKUP" button

NEX Preparer Expense Details

Page 2 of 26 (possible) . You are 8% complete.

Approver Details

Approver's Andrew ID *Required*

Enter Andrew ID



LOOKUP

PREVIOUS

NEXT

38 Click the "NEXT" button to move to the next page

aperkins **LOOKUP**

Andrew ID
aperkins

Display Name
Amanda K Perkins

Email Address
aperkins@andrew.cmu.edu

Phone Number
+1 412 268 3718

Primary Affiliation
Staff

PREVIOUS **NEXT**

39 Click the "Template" dropdown and choose the appropriate template for the NEX/NEER

NEX Preparer Expense Details

Page 3 of 25 (possible) .. You are 12% complete.

Template Details

Template

Please choose... 

Report Type

Please choose... 

Ledger

Please choose... 

This request can only contain one report type. A second request must be created if you want to charge expenses to a secondary report type.

40

Click the "Report Type" dropdown and choose the appropriate option for the NEX/NEER; either General Ledger or Grants Accounting.

Page 3 of 25 (possible) . You are 12% complete.

Template Details

Template

Business Expense



Report Type

Please choose...



Ledger

Please choose...



This request can only contain one report type. A second request must be created if you want to charge expenses to a secondary report type.

Reimbursed Currency

USD



41

Click the "Ledger" dropdown and choose the appropriate ledger for the NEX/NEER

Template Details

Template

Business Expense



Report Type

General Ledger



Ledger

Please choose...



This request can only contain one report type. A second request must be created if you want to charge expenses to a secondary report type.

Reimbursed Currency

USD



If Payee selected to be reimbursed via check, the Reimbursed Currency should be in USD.

42

Click the "Reimbursed Currency" dropdown and select the desired currency for the reimbursement.

Note*: If the Payee selected to be reimbursed via check, the currency should be in USD.*

Report Type

General Ledger

Ledger

USA

This request can only contain one report type. A second request must be created if you want to charge expenses to a secondary report type.

Reimbursed Currency

USD

If Payee selected to be reimbursed via check, the Reimbursed Currency should be in USD.

43

Click the "Business Purpose" field and enter the business purpose

Reimbursed Currency

USD

If Payee selected to be reimbursed via check, the Reimbursed Currency should be in USD.

Business Purpose *Required*

This is the business purpose that will be seen in Oracle EBS.

Receipt Attachments

DROP FILES HERE OR CLICK TO UPLOAD.

44

If you have any receipts or attachments that need to be added, click the "Receipt Attachments" field to upload or drag and drop the files to the field

This is the business purpose that will be seen in Oracle EBS.

Receipt Attachments

DROP FILES HERE OR CLICK TO UPLOAD.



PREVIOUS **NEXT**

45

Once the attachments are uploaded click the "NEXT" button

Receipt Attachments



[Remove file](#)

PREVIOUS **NEXT**

46 Click the "Receipt Date" field and select the date of the receipt

NEX Preparer Expense Details

Page 4 of 25 (possible) . You are 16% complete.

GL Expense Item Details - 1

Receipt Date *Required*

Format (MM/DD/YYYY)

Receipt Amount *Required*

47 Click the "Receipt Amount" field and type the receipt amount

Receipt Date *Required*

Format (MM/DD/YYYY)

Receipt Amount *Required*

Receipt Currency *Required*

Reimbursed Amount *Required*

48

Click the "Receipt Currency" dropdown and select the currency that is desired for the reimbursement.

Note*: If the payee selected to be reimbursed via check, the currency should be USD.*

Receipt Currency *Required*

USD

Reimbursed Amount *Required*

0.00

If Payee selected to be reimbursed via check, the Reimbursed Amount should be in USD.

49

Click the "Reimbursed Amount" field and type in the amount that should be reimbursed

Receipt Currency *Required*

USD

Reimbursed Amount *Required*

0.00

If Payee selected to be reimbursed via check, the Reimbursed Amount should be in USD.

Expense Item Lookup *Required*

Expense Item

Please choose... LOOKUP

50

Click the "Expense Item" dropdown and choose the appropriate option

Reimbursed Amount *Required*

125.00

If Payee selected to be reimbursed via check, the Reimbursed Amount should be in USD.

Expense Item Lookup *Required*

Expense Item

Please choose...



LOOKUP

Business Justification *Required*

This is the business justification that will be seen on this expense line in Oracle EBS.

51

After choosing the Expense Item, click "LOOKUP." This will show the General Ledger Object Code (GL OC) Description and Number for the chosen Expense Item.

Reimbursed Amount *Required*

125.00

If Payee selected to be reimbursed via check, the Reimbursed Amount should be in USD.

Expense Item Lookup *Required*

Expense Item

Conference



LOOKUP

Business Justification *Required*

This is the business justification that will be seen on this expense line in Oracle EBS.

52

Click the "Business Justification" field and type in the Justification for the NEER

Expense Item Lookup *Required*

Expense Item

Conference ▼ **LOOKUP**

GL OC Description

CONF REGISTRATION DOMESTIC

Object Code

85119

Business Justification *Required*

| 

This is the business justification that will be seen on this expense line in Oracle EBS.

53

Click each of the Account String fields and type in the appropriate numbers.

Note*: These account string fields are available because General Ledger was selected as the Report Type.*

Funding Source *Required*

Function *Required*

Activity *Required*

Org *Required*

Entity *Required*



If Grants Accounting was selected as the Report Type, the Project, Task, Award, and Expenditure Org Name fields will be available

Project *Required*

45284

Task *Required*

1

Award *Required*

1012623

Expenditure Org Name *Required*

Institutional Research and Analysis

54

Click the drop down and answer Yes or No if you want to add another expense item.

You are able to add up to 20 expense items.

The screenshot shows a form with two main sections. The first section is labeled 'Entity Required' and contains a text input field with the value '01'. The second section is labeled 'Would you like to add another expense item? Required' and contains a dropdown menu. The dropdown menu is currently open, showing the text 'Please select...' at the top, followed by the options 'Yes' and 'No'. An orange circle highlights the dropdown arrow in the original image.

55

Once the form is complete click "NEXT."

If "Yes" was selected to create another expense item the next page will have you repeat steps 46 - 54.

The screenshot shows the same form as in step 54, but with the dropdown menu closed and 'No' selected. At the bottom of the form, there are two buttons: a black button labeled 'PREVIOUS' on the left and a black button with an orange circle around it labeled 'NEXT' on the right.

56

If you have any comments for your approver, you can type them in this field. Once you are ready to continue, click the "NEXT" button.

Home / Online forms / NEX Preparer Expense Details

NEX Preparer Expense Details



Page 5 of 7 . You are 72% complete.

Report Total: 146.50 USD

Comments to Approver

PREVIOUS

NEXT

58

You will then get a confirmation page saying you are 100% complete. You will also receive a NEX report number for your records.

Home / Online forms / NEX Preparer Expense Details

NEX Preparer Expense Details

Page 6 of 6 . You are 100% complete.

Thanks for completing this form.

Non Employee Expense Report NEX000147 has been submitted to the approver for review.

59

Once you submit the form to your approver, you (the preparer) will receive an email indicating that the form is pending approval.

TESTING FYI: NEX000147 for Ryan Pasko Pending Approval Inbox x



cmu-ecm-formsDONOTREPLY@andrew.cmu.edu

to me ▾

Dear Ryan Pasko,

Non-employee expense report number NEX000147 has been sent to Amanda K Perkins for action.

ER Reason (as sent to Payee): Conference registration reimbursement.

Frequently asked questions about this form can be found [here](#).

Thank you,

Accounts Payable Carnegie Mellon University

On behalf of [Enterprise Content Management](#)

↩ Reply

➡ Forward



After your approver reviews and approves the NEER/NEX form you (the preparer) will receive another email letting you know the NEER/NEX has been approved.

60

The email letting you know the NEX/NEER has been approved and is now with Accounts Payable (AP) audit

TESTING FYI: Carnegie Mellon University Non-Employee ER NEX000147 for Ryan Pasko Σ Inbox x



cmu-ecm-formsDONOTREPLY@andrew.cmu.edu

to me ▼

Dear Ryan Pasko,

The non-employee expense report NEX000147 for Ryan Pasko in the amount of 125.00 has been approved. The report is now with AP Audit.

Frequently asked questions can be found [here](#).

Thank you,
Accounts Payable Carnegie Mellon University
On behalf of [Enterprise Content Management](#)

↩ Reply

➦ Forward