# ERS Home Page

## Home Page

- This page includes several sections that make it easy for you to navigate and find the information you need.
- This menu bar gives you quick access to pages, Profile and Help
- This is the Quick Task bar - your most common tasks and outstanding "to do" items
- The Company Notes section has links to information and documentation you may require while working in the ERS
- The My Tasks section allows you to get up to speed quickly on all of your most pressing work items.
- Open Requests are your outstanding pre-approvals and cash advances for travel.
- Open Reports are your outstanding (un-submitted) Expense reports

## Profile

- The Profile Options page has links to the most frequently used items (in the centre of the page) and a full menu of options on the left side that you can use to customize your user profile
- At any time you can click on the Concur icon to take you back to the Home page

## Request Module

- This is the Manage Requests page - it shows you a list of your outstanding trip pre-approvals and cash advances for travel
- To create a new request, click on the New Request menu item
- This is the Request Header page - all fields with a red bar are required fields
- If you are requesting a trip pre-approval you will only fill out the fields in the top row of the Report Header
- If you are requesting a cash advance for travel you must fill out the top row of the Report Header and the Cash Advance section
- You will enter your expected expenses for your trip pre-approval on the Segments and Expenses tabs - you can also use these tabs to budget for your cash advance for travel

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- In Segments there are sections for Airfare, Rail, Car Rental, Accommodations, Meals, and Miscellaneous
- On the Expenses tab you can use the Expense Types on the right to budget for your trip

### Expense Module

- Let’s have a look at the Expense page and see how to prepare a travel expense claim (called a travel expense report in the ERS)
- The main page of Expense is divided into 3 sections
- The Active Reports section shows you a summary of the reports that have not yet been processed, as well as a link to create a new report
- The Available Expenses section is where e-receipts from vendors and corporate travel credit card expenses will show up (when activated)
- Available Receipts shows you the receipts that you have saved in your Receipt Store and that are available to attach to your expense report
- The Cash Advances tab in Expense is only for research-related cash advances - subject payments and accountable advances (not for travel advances)
- To create a new expense report, you will fill in the required fields (red bar) on the Report Header
- You are now on the page where you will enter the details of your expenses
- The first step for entering an expense is to choose an Expense Type
- To attach your receipt for this expense line item, click on Attach Receipt at the bottom of the page
- Then click on Save
- When all of your expenses have been entered and your receipts attached, click on the Submit Report button
- Clicking on Accept & Submit is your electronic signature for the expense report
- The Report Submit Status is a final look at what you have submitted
- The expense report we just created is now showing in our Active Reports

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## Approving

- We will now take a look at what the Approver sees when the report has been submitted - we'll log off as Jason Employee and log on as Matthew Approver
- Approvers have extra items in their menus for Approvals
- This is the expense report we created as Jason Employee
- To review the expense report information, click on the Report Name
- Receipt images can be viewed by clicking on the expense item and then on the Receipt Image tab
- Once the Approver has reviewed the expenses and receipts, they click on the Approve button
- The Final Confirmation is the electronic signature of the Approver
- This concludes the overview of the Expense Reimbursement System (ERS)