Employee Reimbursements under eRequest

Unit Requestor/Approver
- Enter eRequest (attach itemized receipt)
- Approve eRequest
- For eRequests with OSP Projects – PI will receive notification

Service Center Delegated Buyer Expert
If Sponsored Programs, review for Sponsored Program Compliance
- Request in compliance with university policies?
  - Yes
  - No
  - Work with unit to establish compliance
- If needed, edit eRequest
- Select Distribution of "Employee Reimbursement"
- Push reimbursement into PeopleSoft PREP
- Update eRequest with Voucher # and put eRequest in complete status

Auto Processing (PeopleSoft)
- Payment Request loaded
- Voucher Built

Central Univ (AP/Purchasing/Receiving)
- Payment Made
Internal Orders under eRequest

Unit Requestor/Approver
- Complete vendor specific forms/obtain quote
- Enter eRequest and select internal vendor if known (attach form/quote)
- Approve eRequest
- For eRequests with OSP Projects – PI will receive notification
- Upload any received documentation
- Execute additional steps with internal vendor (if needed)

Service Center Delegated Buyer/Expert
- Determine Payment Type as Internal Order
- Request in compliance with applicable policies?
  - Yes: If needed edit eRequest
  - No: Work with unit to establish compliance
- Does Internal Vendor exist?
  - Yes: Send Notification to requestor, communicate next steps they take with vendor, help if needed
  - No: Select Internal Vendor from pick list if applicable
- Dispatch to Internal Vendor
- Notification to requestor if vendor is setup for "Print"
- Leave eRequest as additional information and reassign to Service Center expert

Service Center Compliance Expert
- Works with Vendor to get receipt
- Attaches Receipt/Final Bill to eRequest & Marks Complete

Internal Vendor
- Receives Email with eRequest
- Completes Order
- Bills Dept using journal entry upload (IDB)
OAA Temporary Pcard Process Flow

1. **Unit Requestor/Approver**
   - Enter eRequest (pick Purchase Pcard if known)
   - Unit Approvers approve request
   - Requestor picks up Pcard from Pcard Manager
   - Complete Card Log - Log Card Out
   - Make purchase
   - Complete Card Log - Log Card In

2. **Unit Pcard Manager**
   - Reassign eRequest to designated Service Center Delegate Buyer Expert
   - Within Pcard Limits?
     - No
     - Yes
       - Update eRequest with Card #
       - Release Card to Requestor/Initiator
       - Collect Card and Receipts. Attaches receipts to eRequest
       - Check the "Pcard Documentation Complete" box in eRequest

3. **Service Center Delegate Buyer Expert**
   - Determine Disposition
   - Request in compliance with applicable policies?
     - Yes
       - Push reallocation chartfield from eRequest
       - System Approve Purchasing Card Transaction in Peoplesoft
       - Update eRequest status as "Complete"
     - No
       - Work with Pcard Mgr/purchaser to establish compliance

4. **Service Center Compliance Expert**
   - Receive Transactions - Load into Review Page
   - Load Voucher
   - Generate Payment
   - Generate Reports

5. **Workflow is temporary until the new university Purchasing Card Program is implemented**

   Cornell/10/2012
OAA Temporary Travel Process Flow

Unit Traveler/Arranger/Approver
- Traveler Self: Initiates Travel?
  - Yes: Traveler initiates Travel in eTravel system
  - No: Traveler notifies service center that reimbursement is ready to process
- Unit Approver
  - Unit Business/Budget Approver approves travel in eTravel system?
    - Yes: Approval received offline, approval attached to eTravel
    - No: Initiate travel reimbursement into the eTravel System
- Service Center Compliance Expert
  - Request in compliance with applicable policies?
    - Yes: Service Center approves travel request
    - No: Work with traveler/arranger to establish compliance
- Service Center Delegated Buyer Expert
  - Approves Travel Reimbursement in eTravel system
- Auto Processing
  - Load Voucher
  - Generate Payment
  - Generate Reports

*Workflow is temporary until the new university Travel Program is implemented*