Business Operations Center

Our Two Cents

Quarterly training webinars

Changes to AggieExpense due to Implementation of Aggie Enterprise

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Learning Objective

Learn how Aggie Enterprise implementation has impacted AggieExpense reporting

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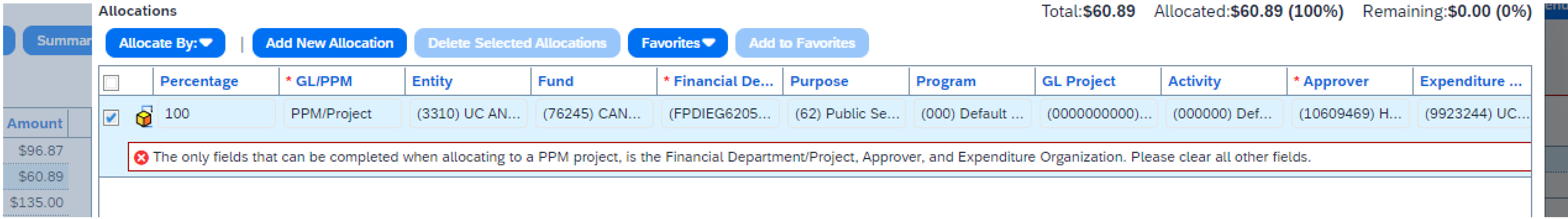
Aggie Expense – PPM Allocation

When entering PPM Allocation: only the Financial Department/Project, Approver, and Expenditure Organization fields are required.

*Activity cannot be used on Sponsored Projects, only Department or Faculty Projects when the task has the activity assigned to it.



When entering GL Allocation: only use Entity, Fund, Financial Department/Project, and Approver.

*GL Project and Activity are optional – some CoAs require Program, GL Project and Activity like Advisor Support; GL Project and Activity for Start UP.

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Business Purposes: Important Reminder

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Aggie Expense – Business Purpose

REMINDER:

In the **Business Purpose** field, clearly and fully indicate how the travel/event supports one of the university's major functions of teaching, research, patient care, or public service.

Examples:

Event/Trip Type: 1. Travel - Less than 30 Days **Event/Trip Name:** District V 2017 Reg.
(Pay travel card before trip begins)

BUSINESS PURPOSE: Attend the District V conference hosted by Council for Education @ San Francisco, CA to present his lecture on "Donor Pipeline Strategies."

Event/Trip Type: 1. Travel - Less than 30 Days **Event/Trip Name:** District V 2017

BUSINESS PURPOSE: Attend the District V conference hosted by Council for Education @ San Francisco, CA to present his lecture on "Donor Pipeline Strategies."

Event/Trip Type: 1. Travel - Less than 30 Days **Event/Trip Name:** Higher Ed Smt 2017
(Includes personal travel)

BUSINESS PURPOSE: Attend the multi-day Higher Education Summit in Boston, MA for the staff-development purpose of workshop training and networking with industry peers in the Donor Communications field.

COMMENTS: Includes 2 days personal travel. See attached airfare comparison.

Event/Trip Type: 1. Travel - Less than 30 Days **Event/Trip Name:** January 2017 mileage
(Mileage only)

BUSINESS PURPOSE: Monthly business-related travel (personal mileage, parking, tolls) incurred as part of the UC Outreach program.

P-Card and Travel Card Reports

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Aggie Expense – P-Card and Travel Card Reports

Aggie Expense Reports for Pcard or Travel Card – 1 Report

- If you have multiple travel and entertainment expenses a conference or business event, it should all go on one report.

- Up to 10 Pcard expenses can go on one report.

- For either type they do not have to all be paid on the same CoA. You can still charge them to separate CoA. If you need help with this, please contact your BOC Team.

Allocation Favorites

Aggie Expense – Saving Groups of Allocations as Favorites

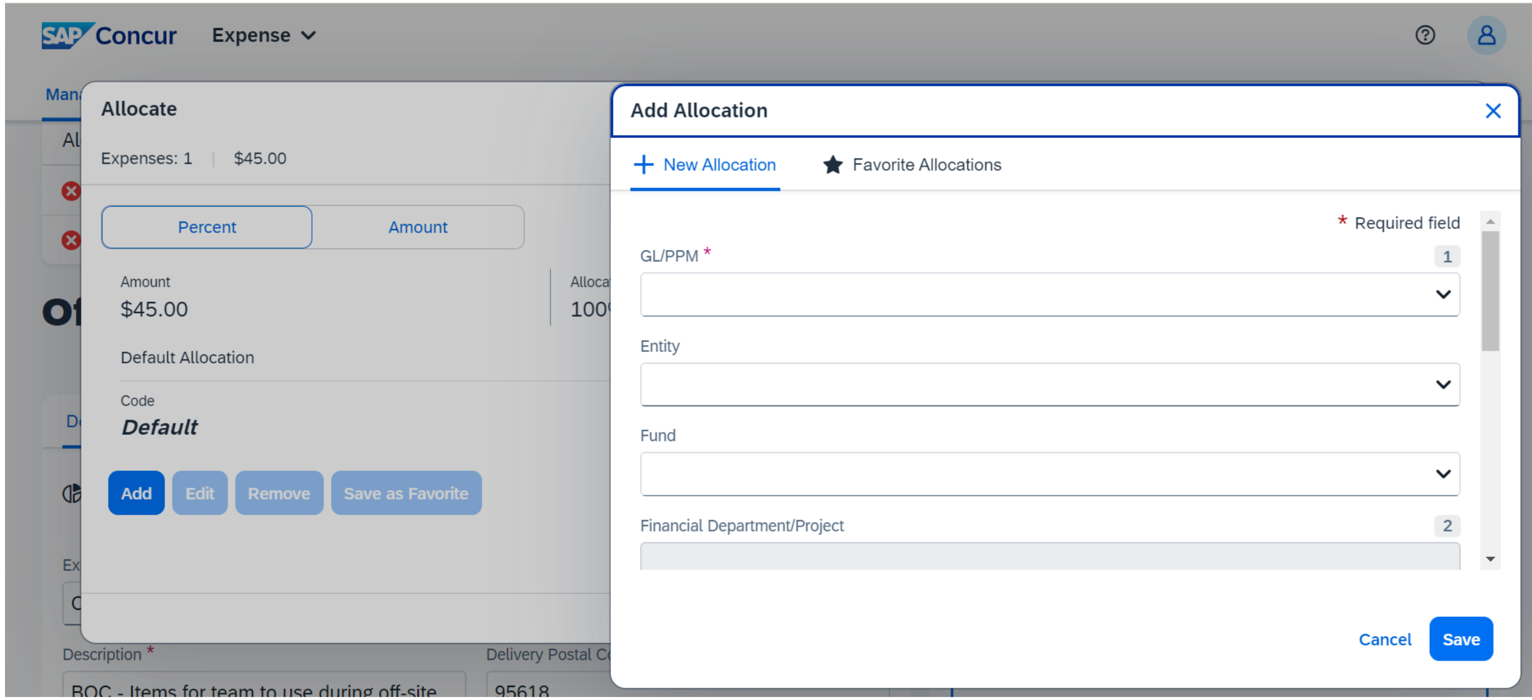
You can create and save groups of allocations as favorites. This is useful if you need to allocate multiple expenses across reports in a similar way.

To create allocation favorites:
1. Create an expense report and create the allocations.
2. In the **Allocations for Report** window, click **Add to Favorites.** The **Add to Favorites** screen opens.
3. Enter an allocation name and click **Save**. The allocation is added to your favorites.

To assign your allocation favorites:
1. Create a new expense report.
2. Click **Allocate**.
3. Click **Favorites**. A list of allocation favorite(s) displays.
4. Select the desired allocation and click **Save**.
5. Click **OK** and then **Done**.

AggieExpense Reporting – Allocation Steps

1. Click Allocate
2. Select GL or PPM
    1. For GL, fill out the Financial Department box
    2. For PPM, fill out the Expenditure Organization box at the bottom of the allocation section of the report (screenshot to the right)
3. Hit Save



Update Information in Aggie Expense Instead of UC Path

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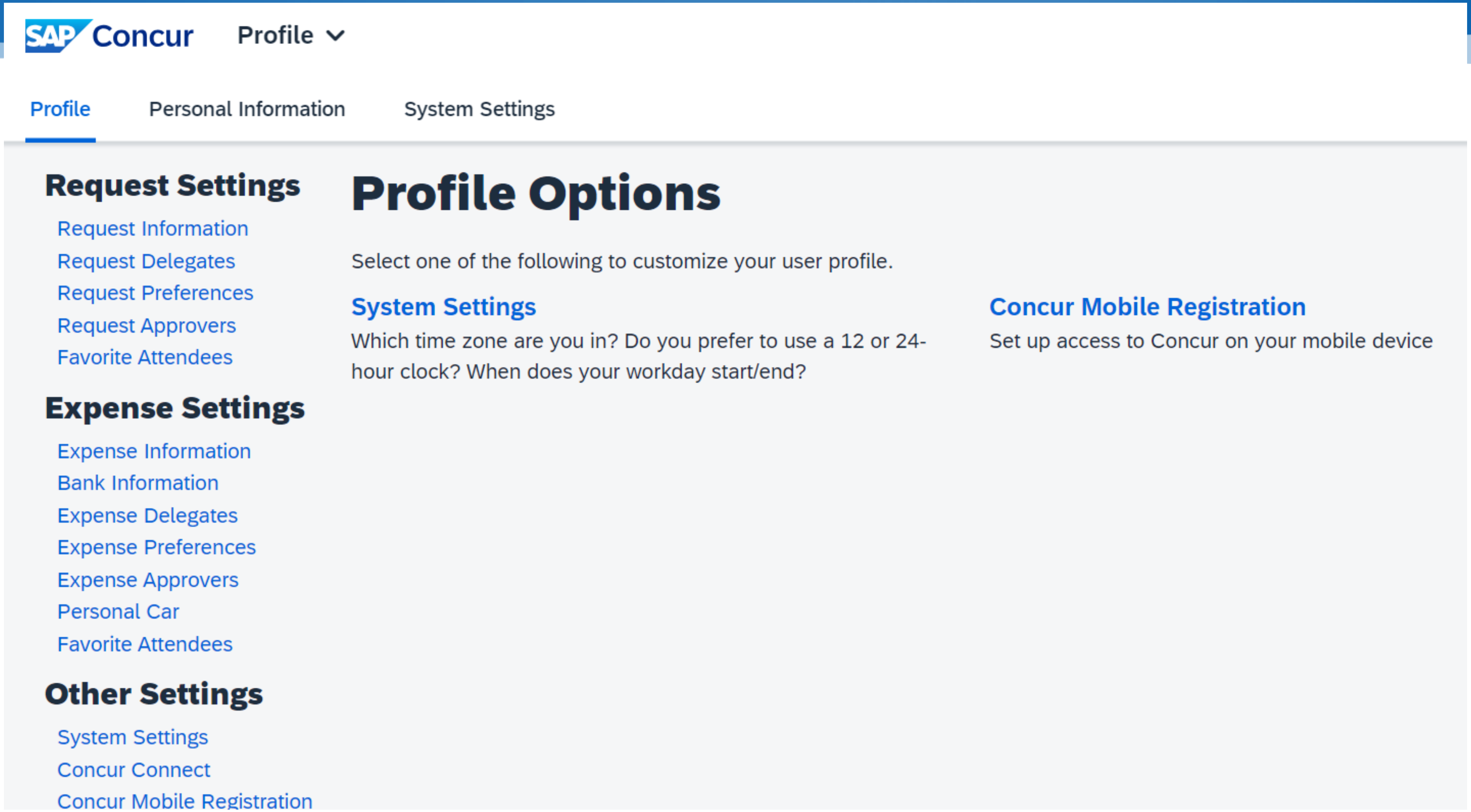
Aggie Expense – Update Banking and Address Information

To prevent delays in mailouts of check reimbursement, update your mailing address and banking information in Aggie Expense.

Doing so in UC Path is not sufficient for this purpose.



Looking up Reimbursements

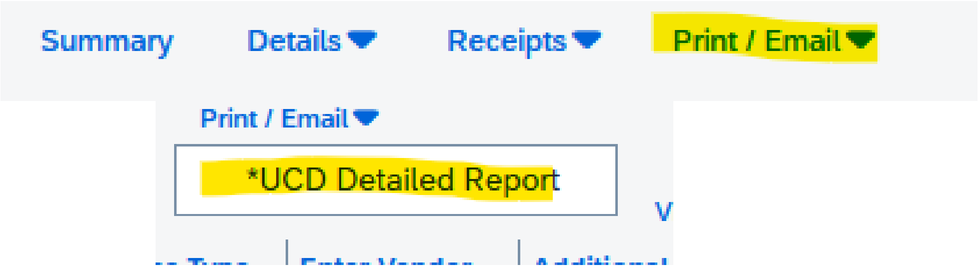
Aggie Expense – Looking up Payments

We now can look up an Aggie Expense payment for an employee reimbursement or volunteer reimbursement.

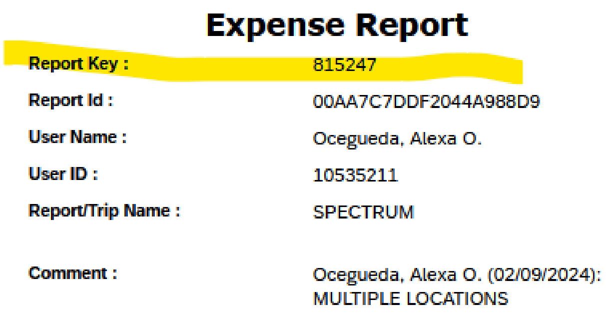
Aggie Expense Report Key will be used as the invoice number

To get the report key you will need to log into Aggie Expense.

If it is one of your reports you will need to open the report and clip on Print/Email



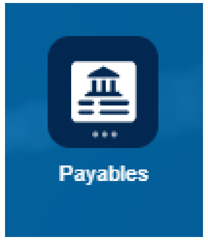
The Report Key will be at the top of the report.


Expense Report

Report Key :	815247
Report Id :	00AA7C7DDF2044A988D9
User Name :	Ocegueda, Alexa O.
User ID :	10535211
Report/Trip Name :	SPECTRUM
Comment :	Ocegueda, Alexa O. (02/09/2024): MULTIPLE LOCATIONS

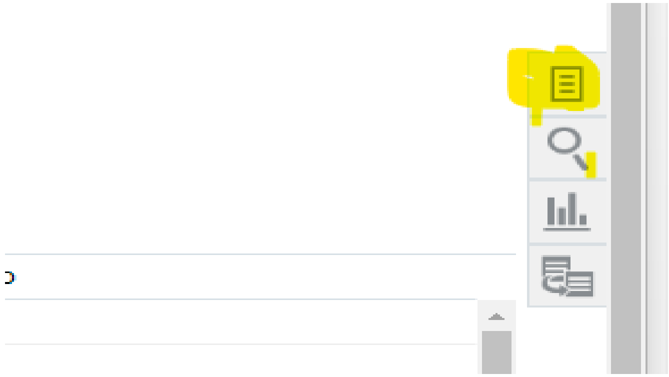
Aggie Expense – Looking up Payments

Log Into Aggie Enterprise
Click on the Payables Tile

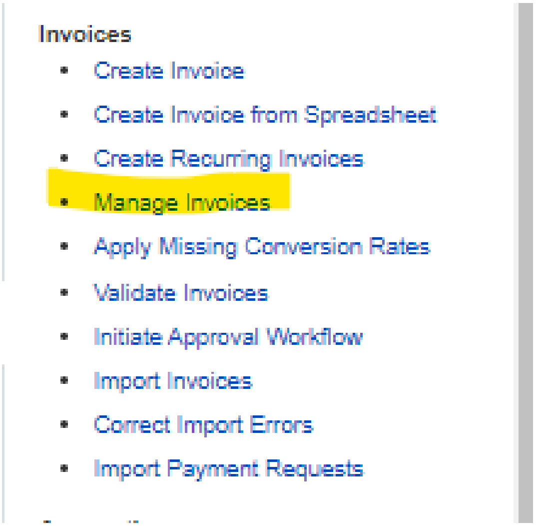


Click on Invoices Tile

Click on Tasks (sheet of paper icon) on right side of screen.



Click on Manage Invoices link.



Click Advanced

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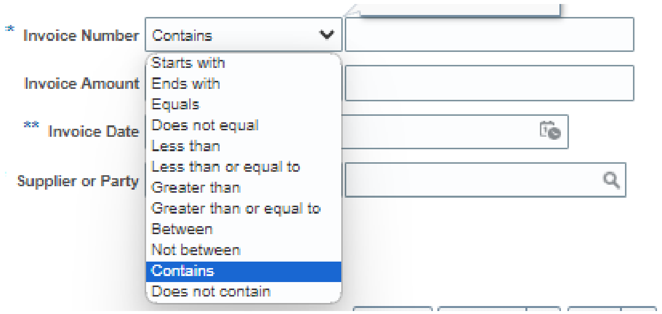
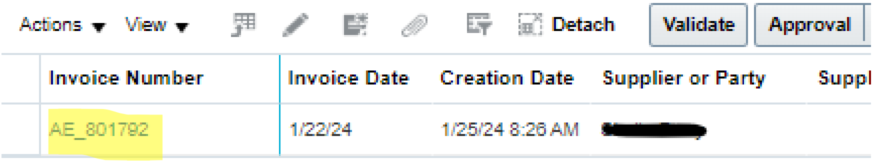
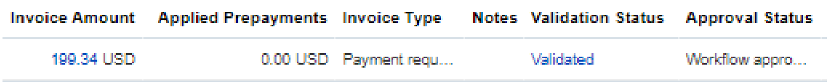
Aggie Expense – Looking up Payments

Select Contains from Invoice Number drop-down

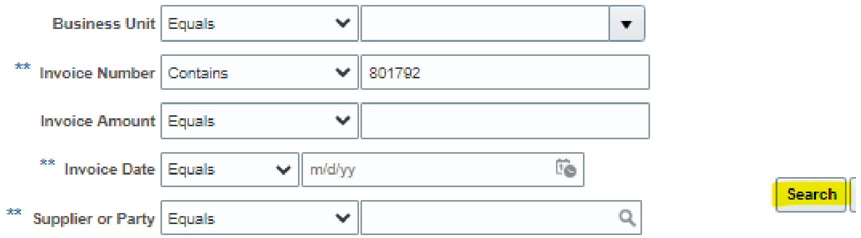


Click on the Invoice number to get to the payment information.

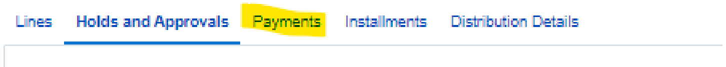




Enter the report key into the Invoice Number field and Search



Click on Payments



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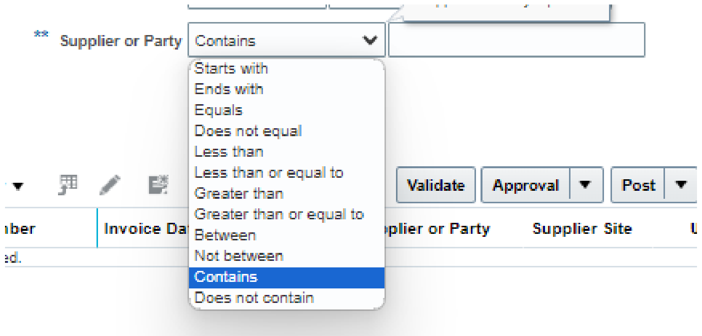
Aggie Expense – Looking up Payments

Payment Information

Number	Payment Document	Status	Reconciled	Current Payee Name	Payment Date
5000702	Wells Fargo…	Negotiable	No		1/26/24

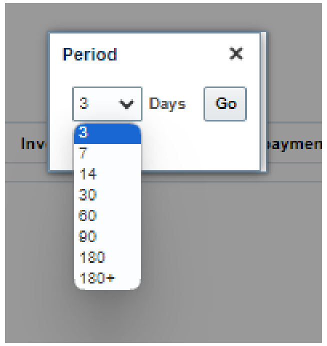
Alternate Look Up – You can look up by Travelers Last name:

Select Contains from the Supplier or Party drop down



Enter the persons last name and click search

A box will appear for you to choose how many days back do you want to look for payments.



Choose the number of days and click Go

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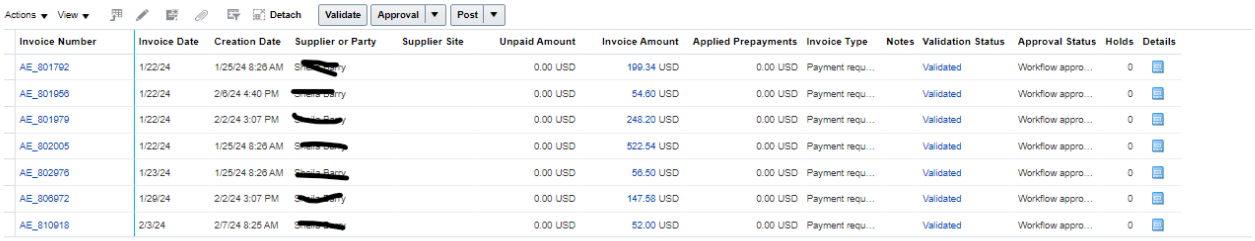
Aggie Expense – Looking up Payments

Any payments made during that period will appear.



Invoice Number	Invoice Date	Creation Date	Supplier or Party	Supplier Site	Unpaid Amount	Invoice Amount	Applied Prepayments	Invoice Type	Notes	Validation Status	Approval Status	Holds	Details
AE_801792	1/22/24	1/25/24 8:26 AM	[redacted]		0.00 USD	199.34 USD	0.00 USD	Payment requ...		Validated	Workflow appro...	0	
AE_801956	1/22/24	2/6/24 4:40 PM	[redacted]		0.00 USD	54.60 USD	0.00 USD	Payment requ...		Validated	Workflow appro...	0	
AE_801979	1/22/24	2/2/24 3:07 PM	[redacted]		0.00 USD	248.20 USD	0.00 USD	Payment requ...		Validated	Workflow appro...	0	
AE_802005	1/22/24	1/25/24 8:26 AM	[redacted]		0.00 USD	522.54 USD	0.00 USD	Payment requ...		Validated	Workflow appro...	0	
AE_802976	1/23/24	1/25/24 8:26 AM	[redacted]		0.00 USD	56.50 USD	0.00 USD	Payment requ...		Validated	Workflow appro...	0	
AE_806972	1/29/24	2/2/24 3:07 PM	[redacted]		0.00 USD	147.58 USD	0.00 USD	Payment requ...		Validated	Workflow appro...	0	
AE_810918	2/3/24	2/7/24 8:25 AM	[redacted]		0.00 USD	52.00 USD	0.00 USD	Payment requ...		Validated	Workflow appro...	0	

You can then follow the same steps to from before to see the payment details.

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Questions?

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