

## INFOR- Infor Expense Management

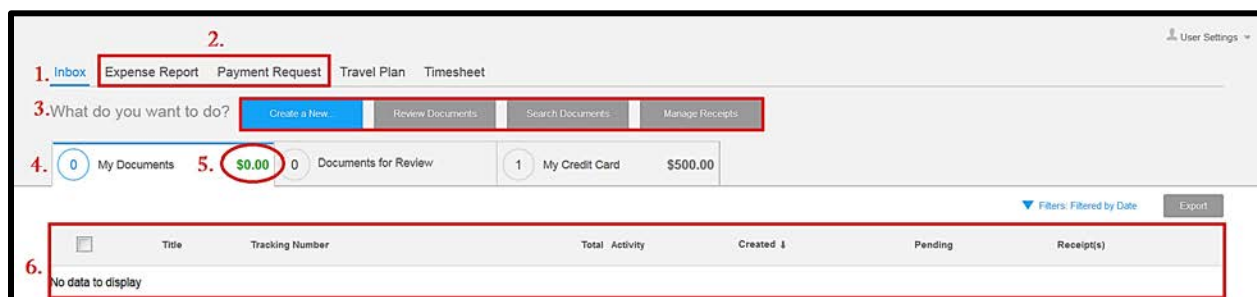
Infor is a program that is used to manage expenses incurred by employees whether they are on a University P-Card, an out-of-pocket cash transaction or a cash advance. Any employee who has been granted a P-Card, has budget responsibility, travels or is required to purchase goods/services on behalf of the University will have an Infor account.

The University uses two document types within the Infor system; Expense Reports and Payment Requests. This manual provides step-by-step instructions on how to manage expenses using the Infor system.

### Basic Information – Getting Started with Infor

#### Navigation

Infor uses a web based interface for a positive, user-friendly experience.

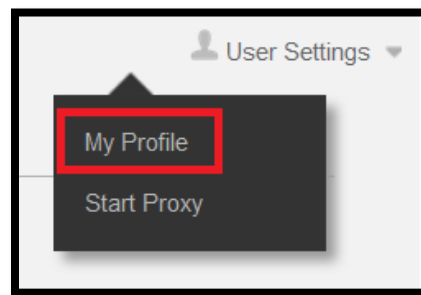


1. **My Inbox** – Use the inbox tab to manage and create documents.
2. **Expense Report/Payment Request** – Use this tab to alternate between Expense Reports and Payment Requests
3. **What do you want to do?**
  - a. Create New... - Selecting this icon allow you to create a new Expense Report or Payment Request
  - b. Review Documents – Selecting this box allows you to review Expense Claims or Payment Requests. This is particularly useful for approvers.
  - c. Search Documents – Selecting this box will allow you to search for documents using a number of search parameters (e.g. Date submitted, overrides, tracking #, title inclusions, and activity)
  - d. Manage Receipts: View, search, and attach receipts
4. **Document Summary Tabs** – These three tabs provide a summary of the owner's current inbox. The left-most circled number shows the number of current documents in the inbox, while the right-most number totals the value of the documents, though this may change if filters are applied.

- a. My Documents – All documents related to the owner’s Inbox (this may change based upon filter choices)
  - b. Documents for Review – Documents that are ready for approval review if the owner of the account is an approver for the budget code.
  - c. My Credit Card – View list of transactions (usually credit card) that have not been attached to an Expense Report
5. **Document Value Sum** – This amount is the sum value of all documents within the tab field.
  6. **Current Documents** – All current documents in the Inbox queue.

## Setup User Profile

Before getting started with Infor, users should first setup their user profile. The user profile is located in the upper right-hand corner in the dropdown selection located within the owner’s name.



1. Select ‘My Profile’.
2. Verify employee information is accurate.

<h2 style="text-align: center;">Todd S Sadler</h2> <p style="text-align: center;">Login: tssadler</p> <p style="text-align: center;">Cost Center: LU-U-111101-H1005-60-1H1005</p> <p style="text-align: center;">Manager: Budget Manager</p>				
<a href="#">Basic Information</a>	<a href="#">Application Defaults</a>	<a href="#">Creator Proxy</a>	<a href="#">Reviewer Proxy</a>	<a href="#">User Balance History</a>

- The FOAPAL listed should be the home department of the employee.
- The Manager listed is the Budget Manager of the home department or the next level of approver if the employee is on the approval chain for the department.

3. Add additional email addresses if the employee will email receipts from an address other than their Liberty email.

**Additional Email Addresses** ^

Enter additional email addresses to send receipt images to the Receipt Store.

1) E-mail address	2) E-mail address
<input type="text" value="user32@gmail.com"/>	<input type="text" value="user32@hotmail.com"/>

4. Assign Proxies to submit/review documents on behalf of employee.
  - **Creator Proxy** – Select application and assign a user id.
    - Expense Report: To reconcile P-card transactions
    - Payment Request: To submit violations of the Procurement Process

**Basic Information**   **Application Defaults**   **Creator Proxy**   **Reviewer Proxy**   **User Balance History**

To add a creator proxy, enter all the required information and click Add Proxy.

\* Application  \* Proxy User ID

☒ Allow creator proxies to submit   ☐ Expense Report   ☐ Payment Request

**Note:** Check the boxes to 'Allow creator proxies to submit' if you wish to allow proxies to submit documents to the approval process on your behalf.

- **Reviewer Proxy** –
  - Select an application and assign a user id.
    - Expense Report: To approve P-card transactions Payment Request: To approve violations of the Procurement Process

**Basic Information**   **Application Defaults**   **Creator Proxy**   **Reviewer Proxy**   **User Balance History**

To add a reviewer proxy, enter all the required information and click Add Proxy.

\* Application  \* Proxy User ID

☒ Only when out of office

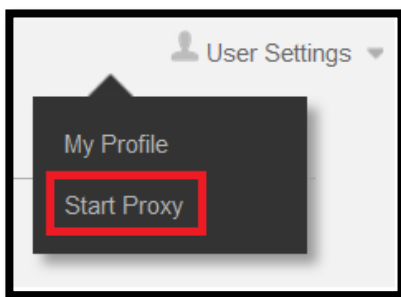
☒ Allow reviewer proxies to submit   ☒ Expense Report   ☒ Payment Request   ☐ Travel Plan   ☐ Timesheet

- Add additional parameters, if desired
  - Select the 'Only when out of office' option to limit proxy review to specified time periods.
 

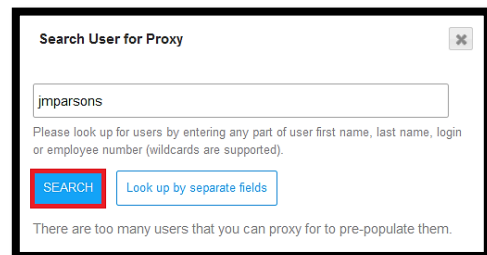
**\*Note:** Users must specify these time periods by checking the 'Out of office' box on the 'Basic Information' tab
  - Select the 'Allow reviewer proxies to submit' option to allow proxies to review *AND* approve documents.
  - Do not select the 'Allow reviewer proxies to submit' option to allow proxies to review documents but not approve.  
 This option should be used by managers who want to review and approve all p-card transactions but rely on a Budget Coordinator to review some details, such as FOAPAL.

### Proxy for another user

1. Click 'Start Proxy'

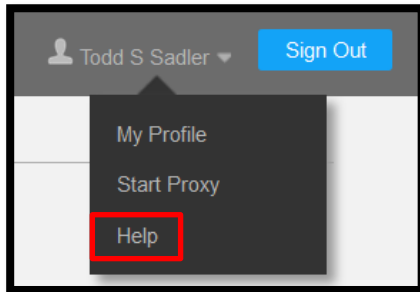


2. Enter user ID or LU ID# of person you will be acting as and click on the magnifying glass.  
 The yellow banner will appear with the name of the person for which you are proxying
3. To stop Proxy for another user you must "x" out of Infor and log back in.



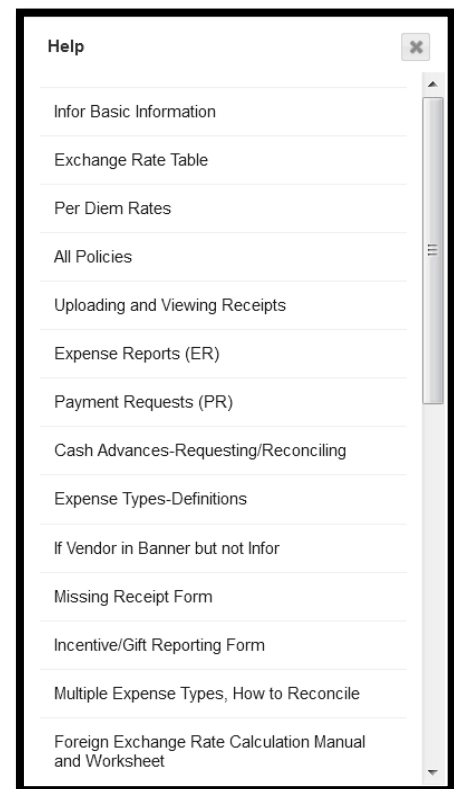
## Resources

### 1. Click 'Help'



This will bring up list of links to resources:

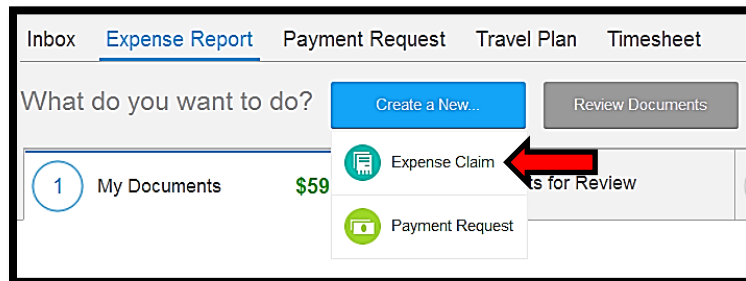
- [Infor Basic Information](#): The Infor Manual in its entirety
- [Exchange Rate Table](#): Current and Historical Rate Tables for currency exchange
- [Per Diem Rates](#): The GSA website to find Per Diem rates for International travel.
- [All Policies](#): Finance Policies & Procedures
- [Uploading and Viewing Receipts](#): Instructions for uploading receipts to your expense report
- [Expense Reports \(ER\)](#): Instructions on creating an expense report
- [Payment Requests](#): Instructions on submitting a payment request
- [Cash Advances](#): Instructions on requesting and reconciling a cash advance
- [Expense Types-Definitions](#): The Commodity Code listing
- [If Vendor in Banner but not Infor](#): Instructions
- [Missing Receipt Form](#): Instructions on how to use this form when a receipt for a service was not obtained
- [Incentive/Gift Reporting form](#): Instructions on how to use this form
- [Multiple Expense Types](#): How to reconcile a transaction using more than one expense type
- [Foreign Exchange Rate Calculation Manual and Worksheet](#): Instruction on converting foreign currency into USD for the purpose of reconciling transactions in Infor



## Expense Reports (ER)

Expense Reports (ER) are used to reconcile P-Card transactions, request reimbursement for out-of-pocket expenses and request cash advances. All transactions submitted on an Expense Report must be directly related to the employee or charged on the employee's P-Card. When the Expense Report is completed, any reimbursements will be paid to the employee and any overages due back to LU will be the responsibility of the employee. At a minimum, Expense Reports must be submitted monthly.

1. Create a new ER by clicking the icon



2. Add a title to the ER and select the Purpose of the ER,
  - a. Select, 'Continue'.

ER00036846  
Total: \$0.00

**Continue**

**Document Header**

Enter the header information for this expense report and click Continue.

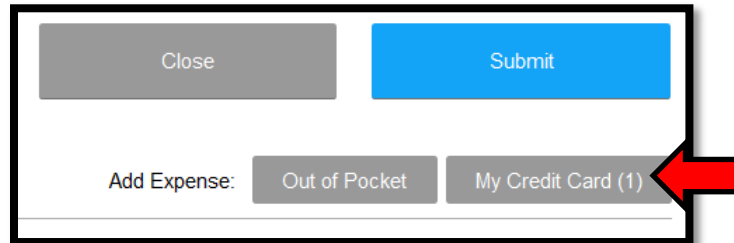
\* Document Title: Reconciliation Month  
\* Purpose: University Expenses

3. This will open a new window with an ER number. You will now have two windows open on your screen.
4. This ER is where you will Reconcile P-Card transactions and out-of-pocket expenses.

## Reconcile P-Card Transactions

All purchases made with a P-Card must be attached to an ER and assigned to a budget.

1. Attach P- Card Transactions to ER by clicking on the 'My Credit Card' button



Close Submit

Add Expense: Out of Pocket My Credit Card (1)

2. Select transactions from list and click the 'Add to Report' button

Available Credit Card Expenses (9)

Attach to Report

Change Expense Type

Delete

Filter - Show Deleted

Export

<input type="checkbox"/>	Expense Type	Date ↑	Amount	Currency	Status	Has Folio	Merchant	City	Card Type	Card Account
<input type="checkbox"/>		7/29/14	\$499.00	USD			GOVCNCTN	800-8000011	VISA	XXXXXXXXXXXX0001
<input type="checkbox"/>		7/29/14	\$6.73	USD			CHICK-FIL-A #00852	GRAPEVINE	VISA	XXXXXXXXXXXX0001
<input type="checkbox"/>		7/29/14	\$375.98	USD			HOLIDAY INN	CHARLOTTE	VISA	XXXXXXXXXXXX0001
<input type="checkbox"/>		7/29/14	\$40.50	USD			TARGET	LYNCHBURG	VISA	XXXXXXXXXXXX0001
<input type="checkbox"/>		7/30/14	\$75.00	USD			SHEETZ 00002717	LYNCHBURG	VISA	XXXXXXXXXXXX0001
<input type="checkbox"/>		7/30/14	\$9.88	USD			PANERA BREAD #4428	LYNCHBURG	VISA	XXXXXXXXXXXX0001
<input type="checkbox"/>		7/30/14	\$65.00	USD			Amazon.com	AMZN.COM/BILL	VISA	XXXXXXXXXXXX0001
<input checked="" type="checkbox"/>		7/30/14	\$6.97	USD			WAL-MART #1350	LYNCHBURG	VISA	XXXXXXXXXXXX0001

3. Click on the pencil icon to provide details for each line item.

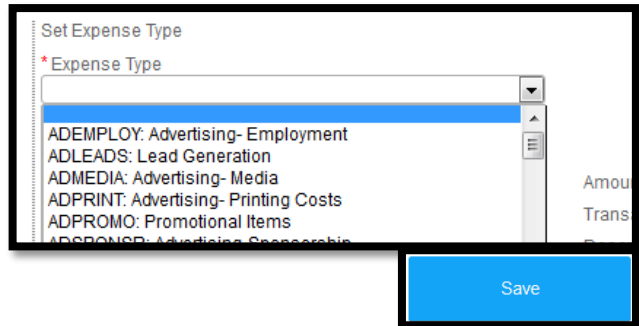
<input type="checkbox"/>	Expense Type	Date ↑	Amount	Currency	Status	Has Folio	Merchant	City	Card Type	Card Account
<input type="checkbox"/>		7/30/14	\$6.97	USD			WAL-MART #1350	LYNCHBURG	VISA	XXXXXXXXXXXX0001

4. Select an Expense Type (Commodity Code) from the drop-down list and 'Save'

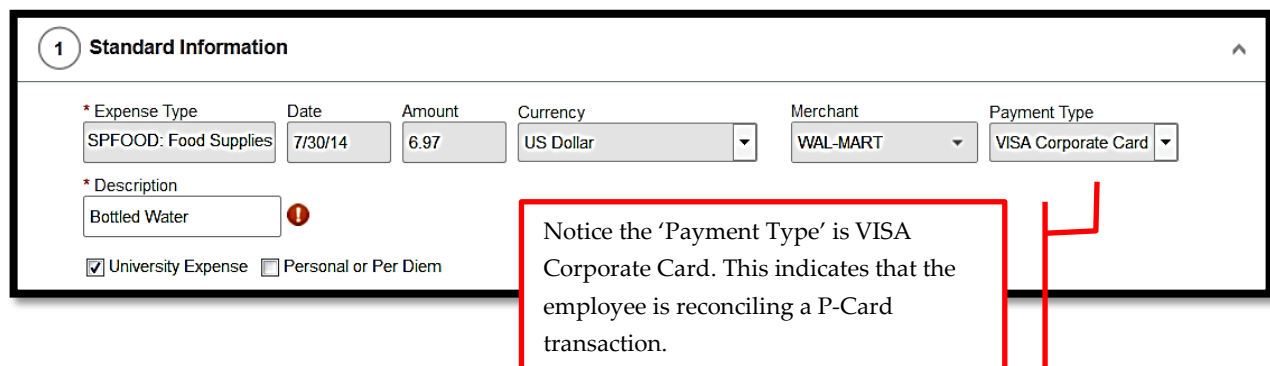
#### To Search for a Code

Type the first 2 digits of the code in the drop-down box


Use the up and down arrows to navigate to the correct code



5. Fill out \*Required fields in 'Standard Information' section



6. Indicate if transaction is a University or Personal/Per Diem expense using the checkboxes.
  - a. If you would like to switch the reconciliation orientation, you can select 'Switch Orientation' icon. This rearranges the location of the information on the screen.



- i. **NOTE:** All screens are exportable within INFOR 10.0 to .CSV format


7. Add FOAPAL information to 'Charge Code Allocations' section in one of two ways.





a. Search for a FOAPAL by clicking the binoculars icon

- i. Recommended searches are by Organization Code or FOAPAL (Index Code)
  1. Wildcard: **asterisk\***
  2. Searches are **NOT** case sensitive
- ii. Review list of returned values and select appropriate FOAPAL string

	FOAPAL ▼
	LU-U-111101-D1000-B0-1D1000
<a href="#">Select</a>	LU-U-111101-D1000-81-1D1000
<a href="#">Select</a>	LU-U-111101-D1000-60-1D1000
<a href="#">Select</a>	LU-U-111101-D1000-50-1D1000

Enter search criteria to find a FOAPAL. You can also [manage](#) recent entries.

**Company**

Name  Code

**Chart**

Name  Code

**Fund**

Name  Code

**Org**

Name  Code

**Program**

Name  Code

**FOAPAL**

Name  Code

Reviewer  Alt Reviewer

Description

1. Notice that the only variable for each FOAPAL is the 2-digit **program code**
2. Program codes are based on the following categories:
  - a. 10 – Instruction
  - b. 20 – Research
  - c. 30 – Public Service
  - d. 40 – Academic Support
  - e. 50 – Student Service
  - f. 60 – Institutional Support
  - g. 81 – Auxiliary Enterprises
  - h. 85 – Independent Operations
  - i. B0 – Operation of Maintenance & Plant

- b. Once you have selected a FOAPAL, it will appear in the dropdown menu from the drop-down list

**NOTE:** Users must select the FOAPAL string with the program code that applies to each transaction

- i. Manage FOAPALs displayed in list by clicking the Magnifying Glass icon
- ii. Select the 'Manage' hyperlink

1. Assign default FOAPALs by checking the 'Favorites' box for each FOAPAL
  2. Remove FOAPALs that should not be stored in list, such as projects that have been completed
8. Add an Activity code, if applicable, to the Activity field
- a. Either search for a code, similar to searching for a FOAPAL
  - b. Or begin typing a code and select from the list



If an Index Code populates an Activity Code in Banner, it will NOT populate the Activity Code in Infor. **Users must enter BOTH the Activity and Index.**

9. Add a FOAPAL split, if applicable, by clicking on the plus icon

2 Charge Code Allocations [100%]

*Percentage 1	*Amount 1	*FOAPAL 1	Activity 1
	85.76	LU-U-111101-H1005-60-1H1005 1H1005	
*Percentage 2	*Amount 2	*FOAPAL 2	Activity 2
	500	LU-U-111101-H1040-60-1H1040 1H1040	

10. Fill out any applicable fields in 'Additional Information' section

a. Remember to add 'Location Code' for utility and/or asset purchases

11. Add detailed comments in 'Notes' section

12. Click the 'Save' button

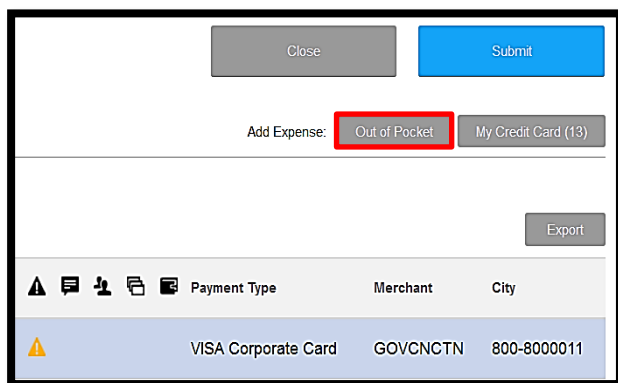
13. Repeat steps 3 thru 12 for each P-Card transaction

14. Select the 'Done' button in the upper right hand corner of the screen to return to 'Overview' screen

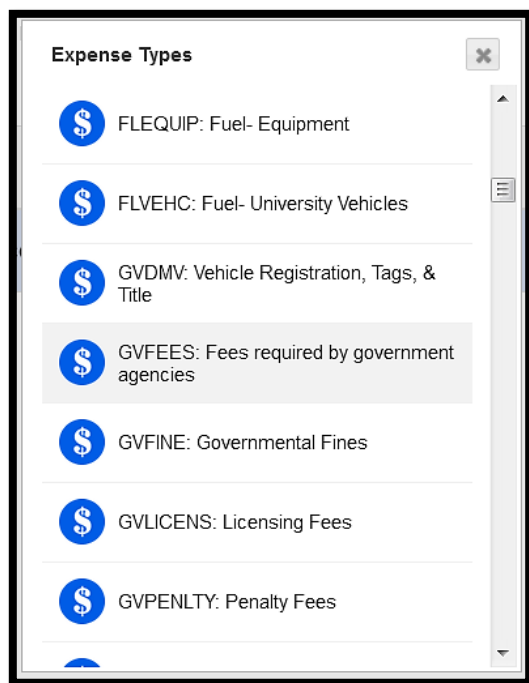
## Requesting Reimbursement for Out-of-Pocket Expenses

All out-of-pocket expenses should be added to the ER as a cash transaction, marked as a University Expense and assigned to a budget.

1. Select 'Out of Pocket' icon in the upper right hand corner.



The screenshot shows a web form for adding an expense. At the top, there are 'Close' and 'Submit' buttons. Below them is the 'Add Expense:' section with two buttons: 'Out of Pocket' (highlighted with a red box) and 'My Credit Card (13)'. An 'Export' button is located to the right. At the bottom, there is a table with columns for 'Payment Type', 'Merchant', and 'City'. The first row shows 'VISA Corporate Card', 'GOVCNCTN', and '800-8000011'.



The screenshot shows a dropdown menu titled 'Expense Types'. It lists several options, each with a dollar sign icon: 'FLEQUIP: Fuel- Equipment', 'FLVEHC: Fuel- University Vehicles', 'GVDMV: Vehicle Registration, Tags, & Title', 'GVFEES: Fees required by government agencies', 'GVFINE: Governmental Fines', 'GVLICENS: Licensing Fees', and 'GVPENLTY: Penalty Fees'.

2. Select the appropriate 'Expense Type'  
**NOTE:** If the incorrect Expense Type was chosen, select 'Change Expense' icon at the top of the page.
3. Fill out \*Required fields in 'Standard Information' section
4. Check 'University Expense'
5. Add FOAPAL information to 'Charge Code Allocations' section
6. Add an Activity code, if applicable, to the Activity field
7. Fill out any applicable fields in 'Additional Information' section

8. Add detailed comments in 'Notes' section

The screenshot shows an expense entry form with four main sections: 1. Standard Information, 2. Charge Code Allocations, 3. Additional Information, and 4. Notes. A blue 'Save' button is located at the top right. A red callout box points to the 'Payment Type' dropdown (set to 'Cash') and the 'University Expense' checkbox (checked). The callout text reads: 'Notice that the 'Payment Type' is Cash. This indicates that the transaction is an out-pocket expense. Check the 'University Expense' box to indicate that reimbursement is being requested.'

**1 Standard Information**

\* Expense Type: GVFEES: Fees required by government agencies  
\* Date: 5/4/16  
\* Amount: 8.00  
\* Currency: US Dollar  
\* Vendor: Lynchburg DMV

\* Payment Type: Cash  
\* Description: Approved Driver Record

☒ University Expense ☐ Personal or Per Diem

**2 Charge Code Allocations [85.36% Financial Planning & Budgeting, 1...]**

\* FOAPAL: LU-U-111101-H1005-60-1H1005  
Activity: [Empty]

**3 Additional Information**

Vendor Invoice Number: [Empty]  
Purchase Order Number: [Empty]  
PO Item Number: [Empty]  
PO Seq Number: [Empty]

**4 Notes**

Record purchased with employee's money and requesting reimbursement in accordance with the Travel Meals and Entertainment Policy 2017.

9. Click the 'Save' button

10. Repeat steps 1 thru 9 for each out-of-pocket expense

## Requesting Mileage Reimbursement

In order to request mileage reimbursement for personal vehicle usage on behalf of Liberty University, employees must add a line item for mileage to the ER.

1. Add a new 'Out of Pocket' expense by selecting a mileage Expense Type from the drop-down list on the 'Overview Tab'

Travel Category	Per Diem Allowance
Local Mileage	MCMILE
Host Travel	HXMILE
Interview Travel	HXINMILE
Business Travel	TBMILE
Pro Dev Travel	TPMILE
Recruiting Travel	TRMILE
Team Travel	TTMILE



**Notice the above expense types for mileage.** These expense types can only be used when requesting reimbursement for personal vehicle usage on an ER.

2. Fill out \*Required fields in 'Standard Information' section
  - a. Date: Use the date of travel or first date of travel if more than one day
  - b. Distance: Using an online map tool, input distance in miles
  - c. Destination and Origination: Select the 'Magnifying Glass,' search in the "State/Province" field for CONUS (Continental United States). Select that option.

**Expense Item TBMILE: Mileage Reimbursement, Business Travel Find Location**

Enter search criteria to find a location. You can also [manage](#) recent entries.

City

County

State/Province  
CONUS

Country  
United States

Is User-Created

Search

Clear

New

1 Row [Export](#)

City ↑	County	State	Country	
<a href="#">Select</a>	STANDARD CONUS RATE	STANDARD CONUS RATE	CONUS	United States

3. Add FOAPAL information to 'Charge Code Allocations' section
4. Add an Activity code, if applicable, to the Activity field
5. Fill out any applicable fields in 'Additional Information' section

- a. Note: The 'Trip Number' field is used to record travel expenses for future reporting and planning. It should be specific, easy to remember, and repeatable. (ex. BAConf2016)

1

Standard Information

^

\*Expense Type

TBMILE: Mileage Reimbursement, Business Travel

\*Date

5/17/16

\*Distance (Mile)

124

Amount Paid

66.96

\*Destination

ROANOKE (CITY)/Virginia/United States

\*Payment Type

Cash

\*Origin

LYNCHBURG (CITY)/Virginia/United State

☐ Personal or Per Diem

2

Guests [1]

^

Average

\$66.96

Add

Remove

1 Row

[Export](#)

☐

First Name

Last Name

Company

☐

End

User

3

Charge Code Allocations [100% Finance Infrastructure]

^

\*FOAPAL

LU-U-111101-H1005-60-1H1001

Activity

1H1005

4

Additional Information

^

Trip Number

SadlerPickup1

Description

Purchase Order Number

PO Item Number

PO Seq Number

5

Notes

^

6. Add detailed comments in 'Notes' section
7. Click the 'Save' button

## Multiple Line Items

In order to reconcile an item that requires multiple commodity codes (such as supplies and shipping), employees must use the Multiple Line Item expense type when reconciling the item in Infor.

1. Select the applicable P-Card transaction, and attach it to the expense report.
2. Click on the pencil icon to provide details for each line item.
3. Select "Multiple Expense Types" from the drop-down list and click "Save".

**My Credit Card / Set Expense Type**

The credit card transaction associated with this item is missing an expense type. To edit this item, first select an expense type and click Save.

Icon	Description	Date	Amount
\$	ASCOMP: Computer 89.36% Financial Planning & Budgeting, 14.64% Finance Infrastructure 5/4/16		\$585.76
\$	GVFEES: Fees required by government agencies 100% Finance Infrastructure 5/4/16		\$8.00
\$	100% Finance Infrastructure 5/16/16		\$82.15
\$	TBMILE: Mileage Reimbursement, Business Travel 100% Finance Infrastructure 5/17/16		\$66.96
<b>Total:</b>			<b>\$742.87</b>

**Set Expense Type**

\* Expense Type

Multiple Expense Types - (For Itemization)

- MCEXCHNG: Currency Exchange
- MCFDALLW: Early Arrival Food Allowance
- MCFINE: Fines/Penalties
- MCFREAV: Freedom Aviation Expense
- MCGNTEE: Athletic Guarantees Expense
- MCGNTLDG: Athletic Guarantees Lodging
- MCLURS: LU Random Subsidiary Expenses
- MCMEMBER: Institutional Memberships
- MCOFFCMP: Student Athlete Off Campus Allowance
- MCOFFCL: Game Day Officials Travel
- MCOFFLDG: Game Day Officials Lodging
- MCPLAZA: P-Card Plaza Expenses
- MCREG: Registration & Entrance Fees
- MCSECURE: Game Day Security
- MCWORKER: Game Day Workers
- MLFRGHT: Freight- Outbound
- MLNFRGT: Inbound Freight Costs
- MLPOST: Postage
- Morningstar Broadcasting, LLC
- Multiple Expense Types - (For Itemization)

4. Enter the Description in the applicable space
  - a. Choose the correct FOAPAL
  - b. Click the icon next to "Itemizations."

**1 Standard Information**

\* Expense Type: Multiple Expense Types - (For Itemization) | Date: 7/30/14 | Amount: 75.00 | Currency: US Dollar | Merchant: SHEETZ

Payment Type: VISA Corporate Card | \* Description: Fuel for Trip

☒ University Expense ☐ Personal or Per Diem

**Itemizations**

View/Add Itemizations | Item is not itemized.

This window will open.

**My Credit Card / Expense Item Multiple Expense Types - (For Itemization) / Itemizations**

Amount remaining to be itemized is: **\$75.00**  
Click Add Expense and select an expense type.

Add Expense | Export

Expense Type	Allocations	Date	Amount
No data to display			

Item Total: **\$75.00**  
Itemized Amount: **\$0.00**  
Remaining To Be Itemized: **\$75.00**

5. Select 'Add Expense'



6. Select the first commodity code from the drop down box under “Expense Type” or type the Commodity Code.
7. Change the “Amount” to the amount of the first item.
8. Leave the “Personal or Per Diem” box unchecked.

**Expense Types**

Type expense name to filter.

flv

\$ FLVEHC: Fuel- University Vehicles

**1 Standard Information**

Expense Type: FLVEHC: Fuel- University Vehicles    \* Date: 7/30/14    \* Amount: 65.00    \* Vendor: SHEETZ    Description: Fuel for Trip

☒ Receipt Included    ☐ Do Not Reimburse (Personal)

9. Check the FOAPAL for accuracy.
10. Click “Save.”
11. Select the ‘Add Expense’ icon again.

My Credit Card / Expense Item Multiple Expense Types - (For Itemization) / Itemizations

Amount remaining to be itemized is \$10.00  
Click Add Expense and select an expense type.

**Add Expense**    Export

Expense Type	Allocations	Date	Amount	Merchant	City
FLVEHC: Fuel- University Vehicles	100% Finance Infrastructure	7/30/14	\$65.00	SHEETZ	LYNCHBURG

Item Total: \$75.00  
Itemized Amount: \$65.00  
Remaining To Be Itemized: \$10.00

- a. For food choose the Commodity Code ‘SVCATER’.
- i. **NOTE:** The amount remaining to be itemized will display
12. Fill in the “Supplier/Shipper” information.
13. Leave the “Personal or Per Diem” box unchecked.

**1 Standard Information**

Expense Type: SVCATER: Catering Services    \* Date: 7/30/14    \* Amount: 10.00    \* Vendor: SHEETZ    Description: Fuel for Trip    \* Event Date: 3/13/17

☒ Receipt Included    ☐ Do Not Reimburse (Personal)

14. Click “Save.”
- a. Repeat the steps until the “Remaining To Be Itemized” amount is \$0.00.

**Finish Itemization**

Item Total: \$82.15  
Itemized Amount: \$82.15  
**Remaining To Be Itemized: \$0.00**

15. Click 'Finish Itemization'
16. Click 'Save'
17. The item is now added to the Expense Report.

## Requesting & Reconciling Per Diem

In order to request a per diem allowance to cover meals and incidentals while traveling on behalf of the University, employees will use the per diem calculator within Infor. If the employee uses a P-Card for per diem expenses, those expenses will be reconciled as a per diem expense and deducted from the allowance and the balance will be due to the employee after travel. If the employee does not use a P-Card for per diem expenses the entire allowance will be due to the employee after travel.

### Create Per Diem Allowance

1. Add a new 'Out of Pocket' expense by selecting a per diem allowance Expense Type from the drop-down list on the 'Overview Tab'

Travel Category	Per Diem Allowance
Host Travel	HXPDALL
Interview Travel	HXINPDALL
Business Travel	TBPDALL
Pro Dev Travel	TPPDALL
Recruiting Travel	TRPDALL
Team Travel	TTPDALL



**Notice the expense types for the per diem allowance.** The allowance expense types should only be used when setting up the per diem calculator.

2. Fill out the \*Required fields to establish the daily rate
  - a. Date: Input first day of travel
  - b. Number of Nights/Days: Input number of days employee is in travel status
  - c. Trip Number: The 'Trip Number' field is used to record travel expenses for future reporting and planning. It should be specific, easy to remember, and repeatable. (ex. BillAccountingConf2016)

**1 Standard Information**

\*Expense Type: TBPDALL: Per Diem Allowance, Business Travel | \*Date: 6/27/16 | \*Currency: US Dollar | \*Number of Nights/Days: 5 | Amount Paid:

\*Trip Number: ATDDenver2016 | \*Destination:  | \*Payment Type: Cash | \*Location of City and State:

Per Diem Information

☐ First Day ☐ Breakfast ☐ Lunch ☐ Dinner ☐ Last Day

- d. Destination: Input 'Standard CONUS RATE/CONUS/United States' as the destination.

- i. In accordance with the updated FY17 Travel Policy, all Continental United States (CONUS) travel will be reimbursed at a flat \$51 rate.
- e. To choose the destination, select the 'Magnifying Glass'
- f. In the 'State/Province' drop down, choose 'CONUS'
- g. Select '**Standard CONUS RATE/CONUS/United States**'. This will take you back to the expense report.
  - i. **NOTE:** For international travel, the [General Services Administration](#) rate will still apply.

Reconciliation Month  
Date: 5/4/16 - 5/16/16 | Total: \$675.91

Expense Item TPPDALL: Per Diem Allowance, Pro Dev Travel Find Location

Enter search criteria to find a location. You can also [manage](#) recent entries.

City:  County:

State/Province:  Country:

CONUS  
Alabama  
Alaska  
Alberta  
Arizona  
Arkansas  
British Columbia  
California  
Colorado  
Connecticut  
CONUS  
Delaware  
District of Columbia  
Florida  
Georgia  
Hawaii  
Idaho  
Illinois  
Indiana  
International Address

Clear

New 1 Row [Export](#)

City	County	State	Country
STANDARD CONUS RATE	STANDARD CONUS RATE	CONUS	United States

Select

- h. Location of City and State: Enter the city and state where you traveled to for business purposes (ex. New York City, New York)

\* Expense Type: TPPDALL: Per Diem Allowance, Pro Dev Travel

\* Date: 7/29/14

\* Currency: US Dollar

\* Amount Paid: 46.00

\* Trip Number:

\* Destination: STANDARD CONUS RATE/CONUS/United States

\* Payment Type: Cash

\* Location of City and State:

- i. Skip the daily deductions. You will do your deductions in a more efficient way.
- j. Choose your FOAPAL information
- k. Select the 'Deductions' icon at the top of the page
  - i. Check boxes to **deduct** First and Last day of travel (required)
  - ii. Check boxes to **deduct** any provided meals from the per diem allowance

Sept2016

Total: \$0.00

Deductions

Change Expense...

Expense Item TPPDALL: Per Diem Allowance, Pro Dev Travel

l. 'Save'

Adjust your deductions here and then click Save

Per Diem Deductions

Date	First Day of Trip	Breakfast	Lunch	Dinner	Last Day of Trip
9/4/16	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9/5/16	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9/6/16	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9/7/16	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
9/8/16	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Save

m. Infor will create line items for each day with appropriate deductions

<input type="checkbox"/>	TBPDALL: Per Diem Allowance, Business Travel	100% Finance Infrastructure	6/27/16	\$38.25	Cash	STANDARD CONUS RATE	1st Day
<input type="checkbox"/>	TBPDALL: Per Diem Allowance, Business Travel	100% Finance Infrastructure	6/28/16	\$51.00	Cash	STANDARD CONUS RATE	
<input type="checkbox"/>	TBPDALL: Per Diem Allowance, Business Travel	100% Finance Infrastructure	6/29/16	\$39.00	Cash	STANDARD CONUS RATE	Lunch
<input type="checkbox"/>	TBPDALL: Per Diem Allowance, Business Travel	100% Finance Infrastructure	6/30/16	\$28.00	Cash	STANDARD CONUS RATE	Dinner
<input type="checkbox"/>	TBPDALL: Per Diem Allowance, Business Travel	100% Finance Infrastructure	7/1/16	\$38.25	Cash	STANDARD CONUS RATE	Last Day

## Reconcile Per Diem Expenses

1. Attach P-Card Transactions related to per diem meals to the same ER as the per diem allowance
2. Select a Per Diem Expense Type from the drop-down list.

Travel Category	Per Diem Expenses
Host Travel	HXDIEM
Interview Travel	HXINDIEM
Business Travel	TBDIEM
Pro Dev Travel	TPDIEM
Recruiting Travel	TRDIEM
Team Travel	TTDIEM

3. Indicate that the transaction is related to per diem by checking the 'Personal or Per Diem' checkbox

1 Standard Information

\*Expense Type: TBDIEM: Per Diem Meals, Business Travel

\*Date: 5/30/16

\*Amount: 8.63

\*Currency: US Dollar

Vendor: PROTEIN BAR

Location: DENVER/Colorado/United States

Payment Type: VISA Corporate Card

☐ University Expense ☒ Personal or Per Diem

Itemizations

View/Add Itemizations

Item is not itemized.



**Note:** By checking the 'Personal or Per Diem' checkbox, per policy the P-Cardholder is not required to attach itemized receipts; however, it may be required by your department's budget manager.

4. Add FOAPAL information to 'Charge Code Allocations' section
5. Fill out any applicable fields in 'Additional Information' section
6. 'Save' and repeat steps 2 thru 5 for each P-Card transaction related to per diem

## Reconciling Car Rental Expenses

Car rental expenses must be reconciled in detail using the itemization feature within Infor.

1. Attach P-Card Transactions related to car rentals to an Expense Report
2. Select a Car Rental Expense Type from the drop-down list.

Travel Category	Per Diem Expenses
Host Travel	HXCAR
Interview Travel	HXINCAR
Business Travel	TBCAR
Pro Dev Travel	TPCAR
Recruiting Travel	TRCAR
Team Travel	TTCAR



**Notice the new expense types for car rental charges.** The car expense types should only be used for expenses directly related to the car rental vendor. Fuel used for vehicle should still be reconciled to the applicable ground travel codes.

3. Fill out \*Required fields in the 'Standard Information' section
4. Indicate if the transaction is a University or personal expense using the checkboxes.
5. Add list of other travelers, if applicable, in 'Guests' section
6. Add FOAPAL information to 'Charge Code Allocations' section

The screenshot displays the Infor Expense Report form with three main sections:

- 1 Standard Information**: Contains fields for \* Expense Type (TBCAR: Car Rental, Business Travel), Date (7/30/14), Amount (263.86), Currency (US Dollar), Merchant (Enterprise), \* Booking Agent (Egencia), Location (LYNCHBURG/Virginia/United States), Payment Type (VISA Corporate Card), and \* Car Rental Days (Number). It also includes checkboxes for University Expense and Personal or Per Diem, and a View/Add Itemizations button.
- 2 Guests**: Includes an Average dropdown (None), Add and Add Self buttons, and a table with columns First Name, Last Name, and Company. The table is currently empty with the message "No data to display".
- 3 Charge Code Allocations [100% Finance Infrastructure]**: Includes a \* FOAPAL dropdown (LU-U-111101-H1005-60-1H1005) and an Activity dropdown.

A red box highlights the \* FOAPAL dropdown in the Charge Code Allocations section. A red arrow points from a text box to the \* Booking Agent dropdown in the Standard Information section.

**Important! Car Rentals are now done via Egencia**

7. Fill out any applicable fields in 'Additional Information' section
8. Using the vendor invoice as a guide, itemize each car rental charge by selecting the 'Itemizations' button
  - a. Select appropriate expense type for each charge on the vendor invoice
  - b. Click 'Add Expense' button

The left screenshot shows a summary screen with the following text:

- Item Total: \$263.86
- Itemized Amount: \$0.00
- Remaining To Be Itemized: \$263.86

The right screenshot shows the 'Expense Types' dropdown menu with the following options:

- Car Rental Fees
- Car Rental Taxes
- Fuel
- Insurance
- Non-Reimbursable Charge
- Other

Update amount to match vendor invoice for each charge

The 'Standard Information' section shows the following details:

- Expense Type: Car Rental Fees
- Date: 7/01/16
- Amount: 207
- Vendor: Enterprise Rent-a-Car
- Receipt Included: ☒
- Personal or Per Diem: ☐

- c. Indicate if any of the itemizations are personal by checking the 'Personal or Per Diem' checkbox

The left screenshot shows the 'Standard Information' section with the following details:

- Expense Type: Car Rental Taxes
- Date: 7/1/16
- Amount: 21.86
- Vendor: Enterprise Rent-a-Car
- Receipt Included: ☒
- Personal or Per Diem: ☐

The right screenshot shows the 'Standard Information' section with the following details:

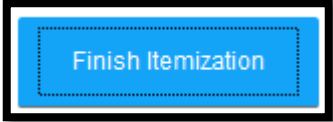
- Expense Type: Non-Reimbursable Charge
- Date: 7/1/16
- Amount: 35.00
- Vendor: Enterprise Rent-a-Car
- Receipt Included: ☒
- Personal or Per Diem: ☒

- d. Save and repeat steps for each charge
- e. Items not covered by the University should be marked as personal

**NOTE: Refueling the car at the rental car facility is not covered by the University; therefore, it is a "Non-Reimbursable Charge"**



9. Once amount 'Remaining To Be Itemized' equals \$0.00, 'Finish Itemization'
  - a. Each line item will be listed separately
10. Select 'Save'



Itemization is complete.  
To edit an item click its edit button. To delete click the delete button.

<input type="checkbox"/>	Expense Type	Allocations	Date	Amount	Merchant	City
<input type="checkbox"/>	Car Rental Fees	100% LU Send	7/1/16	\$207.00	Enterprise Rent-a-Car	DENVER
<input type="checkbox"/>	Car Rental Taxes	100% LU Send	7/1/16	\$24.86	Enterprise Rent-a-Car	DENVER
<input type="checkbox"/>	Non-Reimbursable Charge					DENVER

Item Total: **\$263.86**  
 Itemized Amount: **\$263.86**  
 Remaining To Be Itemized: **\$0.00**

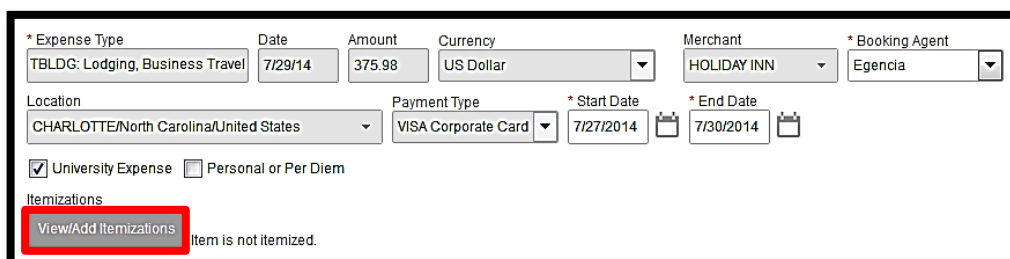
## Reconciling Hotel Expenses

Hotel expenses must be reconciled in detail on the ER using the itemization feature within Infor.

1. Select a lodging Expense Type from the drop-down list

Travel Category	Lodging Expense
Host Travel	HXLDG
Interview Travel	HXINLDG
Business Travel	TBLDG
Pro Dev Travel	TPLDG
Recruiting Travel	TRLDG
Team Travel	TTLDG

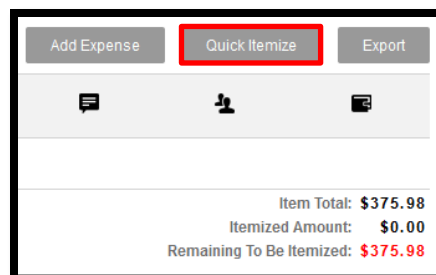
2. Click 'Add Expense'
3. Fill out \*Required fields in the 'Standard Information' section
4. Indicate if the transaction is a University or personal expense using the checkboxes.
5. Add list of other travelers, if applicable, in 'Guests' section
6. Add FOAPAL information to 'Charge Code Allocations' section
7. Fill out any applicable fields in 'Additional Information' section
8. Using the vendor invoice as a guide, itemize each hotel charge by selecting the



'Itemizations' button

- a. Itemize daily charges first using the 'Quick Itemize' tool
- b. Using hotel bill as a guide, input daily charges and 'Continue'

**Note: If rates change during stay, use the quick itemize feature again for each daily rate**



- c. Itemize other charges by selecting the appropriate 'Expense Type' from drop-down list
  - i. Update amount to match vendor invoice for each charge
  - ii. Indicate if any of the itemizations are personal by checking the 'Personal or Per Diem' checkbox
- d. Save and repeat steps for each charge

Enter the checkout date and the number of nights you stayed in the hotel. Enter other recurring expenses and click Continue.

\* Checkout Date: 7/30/14      \* Number of Nights/Days: 5

Daily Lodging Charges	Other Daily Charges
Room Rate - Business: 89.00	Internet - Business:
Room Tax - Business: 6.25	Parking - Business: 5.00
Room Tax - Business: 2.30	
Room Tax - Business:	

Note: Room taxes will be combined

☐ Delete current itemization before quick itemize.

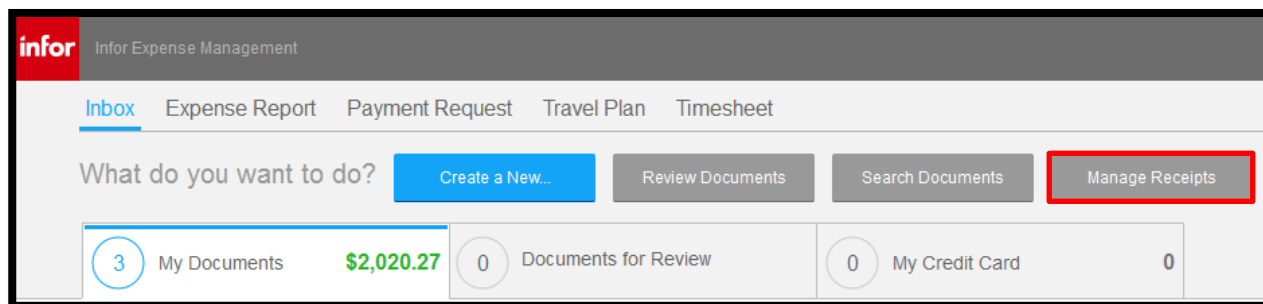
Continue

## Uploading Receipts/Invoices

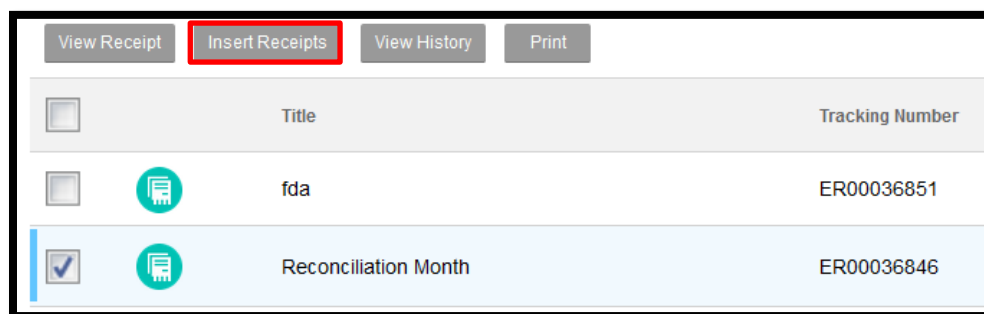
Attaching electronic copies of receipts to documents within Infor meets the IRS guidelines for receipt retention, so paper copies of receipts will no longer need to be kept in paper files. However, **before discarding paper receipts, users must verify the receipts are legible** when attaching to a document in Infor.

### Option 1 – Send to Receipt Store and attach later

1. Email receipt(s) to [liberty-xm-prd@xmmail.saas.infor.com](mailto:liberty-xm-prd@xmmail.saas.infor.com)
2. Either access 'Receipt Store' from 'Receipts' menu
  - a. From an existing document, click the 'Manage Receipts' drop-down menu
  - b. 'Choose an image from the receipt store'



- c. Select 'Search My Receipts' to view a receipt
      - i. Click the trash icon to delete a receipt
3. Or attach receipts when submitting the document
  - a. From your Inbox
    - i. Select the Expense Report you wish to add receipts to
    - ii. Select 'Insert Receipts'

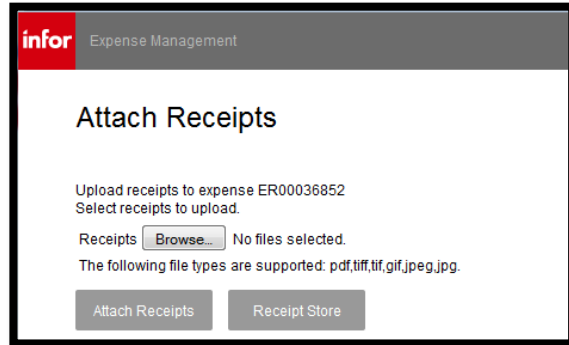


- b. From the Expense Report
        - i. Click 'Submit' when the document is ready for submission
        - ii. Select 'Attach Receipts'
        - iii. Choose either 'Receipt Store' or 'Browse'. If you choose the 'Receipt Store' option, select the receipt you wish to load.

- iv. Select 'DONE'.

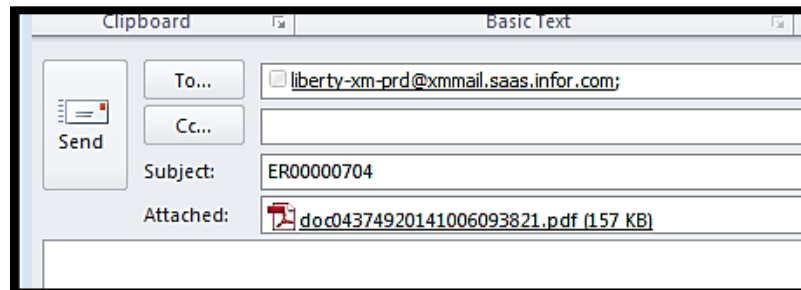
### Option 2 – Directly from a document (Expense Report or Payment Request)

1. Save an electronic copy of receipts on computer
2. From an existing document, click the 'Receipts' drop-down menu
  - a. Select 'Attach Receipts'
  - b. Select 'Browse' and add receipt(s)
  - c. Click 'Attach' button
  - d. Click 'Done' after message that receipt(s) were uploaded successfully appears



### Option 3 – Scan a packet of receipts (Recommended/Best Practice)

1. Create a packet of receipts in the same order as line items on a completed document
2. Scan packet to Liberty email from a University printer
3. Forward email to [liberty-xm-prd@xmmail.saas.infor.com](mailto:liberty-xm-prd@xmmail.saas.infor.com) with document number in the subject line.



### Option 1 – Directly from Document

- View Receipt

Insert Receipts

View History

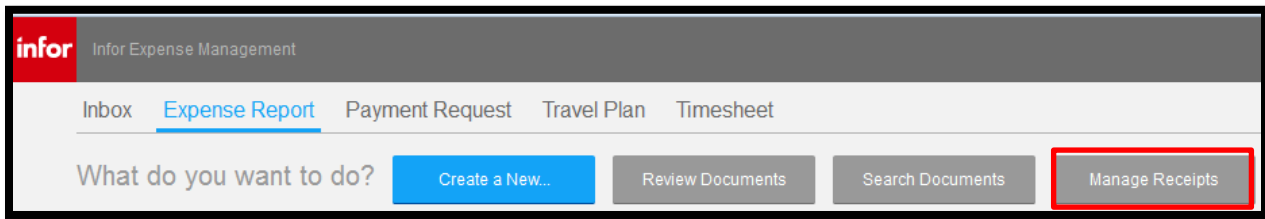
Print

<input type="checkbox"/>	Title
<input type="checkbox"/>	fda
<input checked="" type="checkbox"/>	Reconciliation Month



## Option 2 – Across all documents

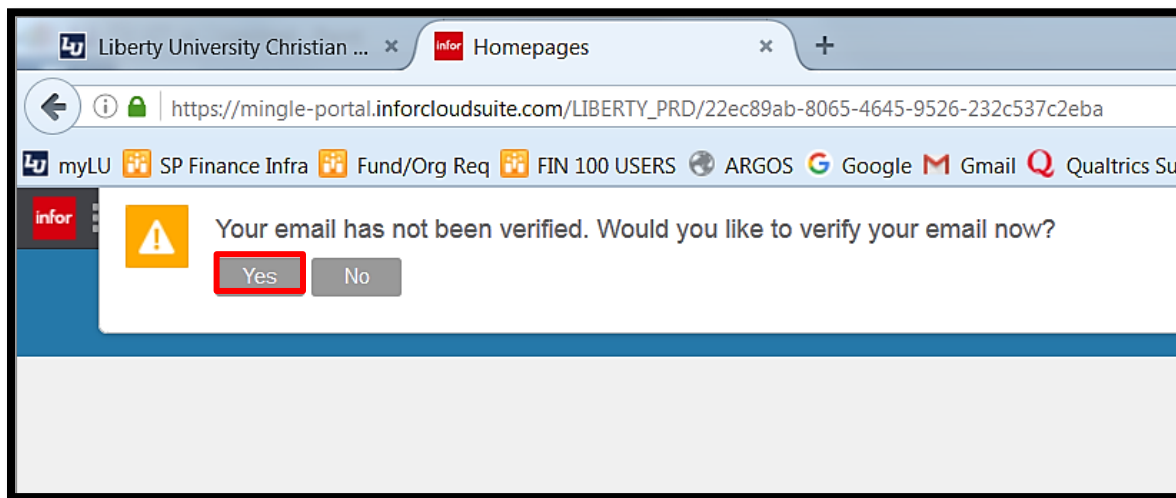
1. Select 'Manage Receipts' option from Inbox



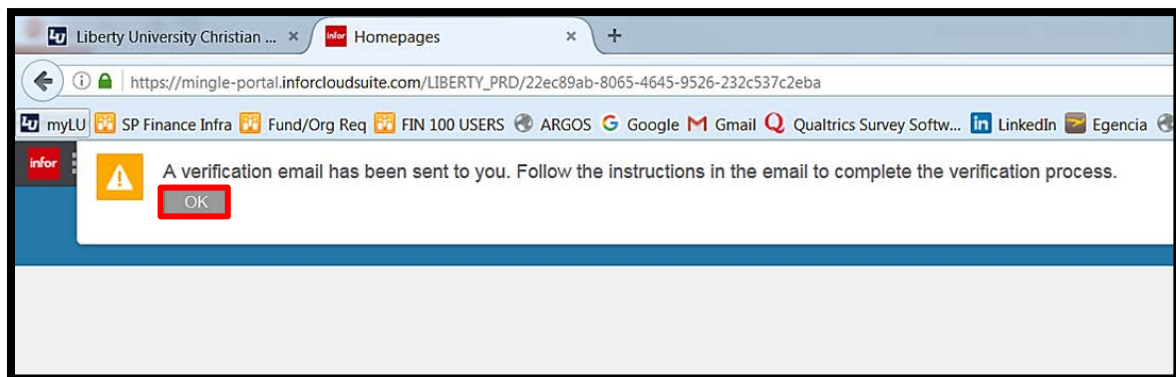
2. Select 'View Receipts' icon to view photos of receipts
3. Select 'Number of Receipts' link to view list of receipts
4. Select 'Tracking Number' link to view history of receipt uploads

## Logging into Infor (for the first time)

Access Infor from myLU/My Access. You will be instructed to verify your email.

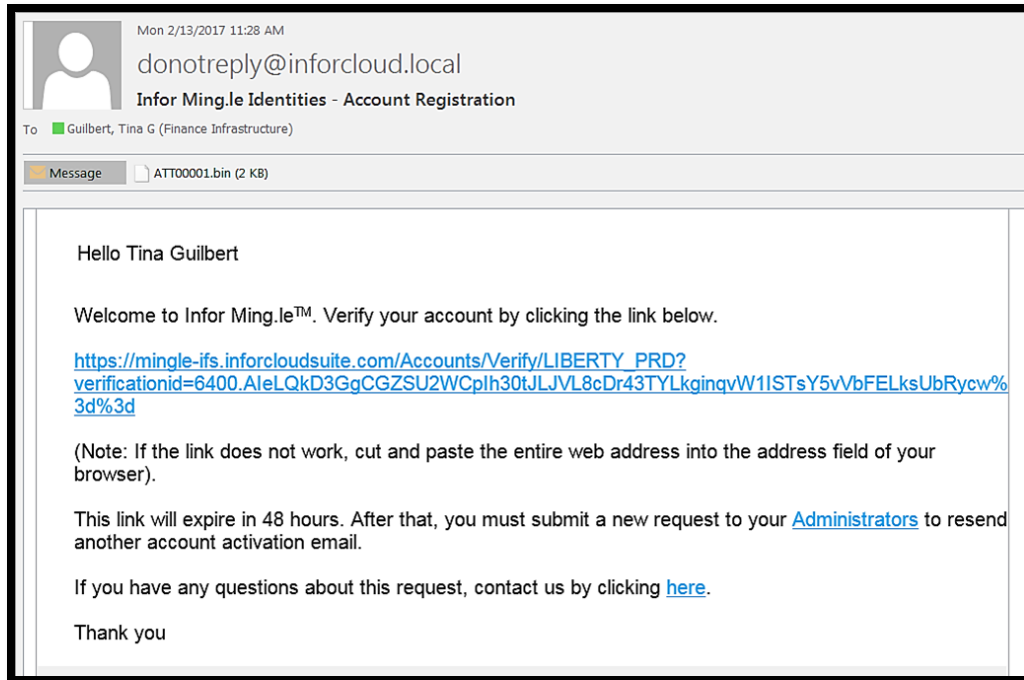


- Choose "Yes"
- The system will generate an email to your inbox. Click "okay" to verify that you understand this process.



- You will receive an email within several minutes. This email will contain the link needed to verify your email.



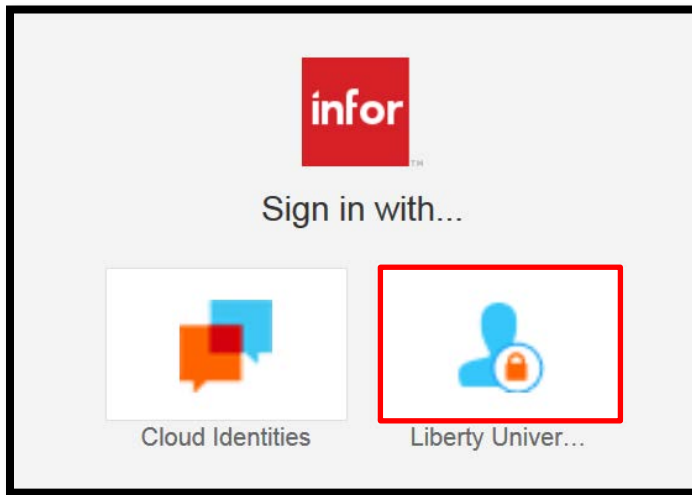


- Once you receive the email click the link as instructed. The link will take you to Infor Mingle. Keep in mind that if the link is not used promptly it will expire. If this happens you will need to close your browser and start the process again.

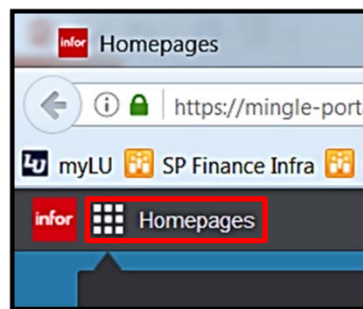
***IMPORTANT!! If you are not using your default browser to verify your email, copy and paste the link into the browser you sent the link from.***

If you get an error while trying to login, please try again. Sometime Infor will experience login issues.

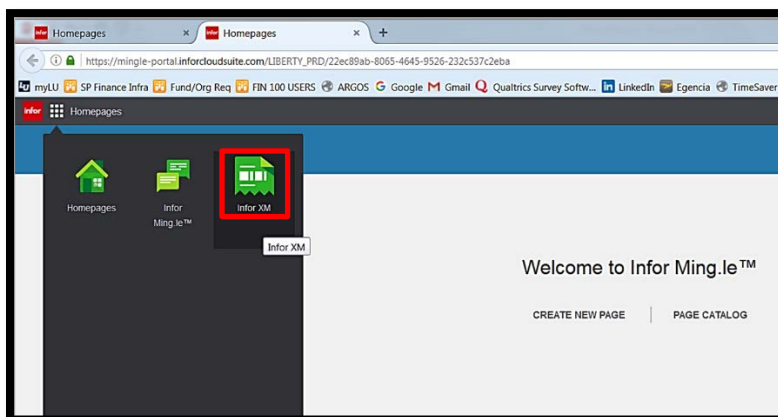
- At this page continue the sign in process by clicking “Liberty University.”



- Once you are signed in you will see a button on the top left hand side of the page labeled “Home Pages.” Click this button.



- This will bring up the menu. Select “Infor XM.” You will need to select this option each time your login.



- You are now logged into the new Infor 10.0