

Peoplesoft Finance myForms



University of Missouri System
COLUMBIA | KANSAS CITY | ROLLA | ST. LOUIS

New & Improved PeopleSoft myForms

- ✦ One Card Forms
 - ✦ One Card Application Form
 - ✦ One Card Change, Cancellation & Suspension Form
 - ✦ One Card Reimbursement Form
 - ✦ One Card Dispute Form
- ✦ T&E Entry Delegate Form
- ✦ Chartfield Request Form
- ✦ ARBI Customer Request Form
- ✦ Sponsored Billing Form



New Options Found in Navigation Collections

Go Live- June 15, 2020



- Add myForms
- T&E Location Form
 - T&E Entry Delegate Form
 - One Card Application Form
 - One Card Change Form
 - One Card Dispute Form
 - One Card Reimbursement Form

- Update myForms
- Update One Card Application
 - Update One Card Change Form
 - Update One Card Dispute Form
 - Update One Card Reimbursement

- View myForms
- View Travel and Expense Forms
 - View One Card Application
 - View One Card Change Form
 - View One Card Dispute Form
 - View One Card Reimbursement








Approval Tile- New for All Users

- All Users will have Approval Tile- despite pending approvals
- Displayed amount of pending Approvals
- Filter to approve your Requests

Comments

View By

	All	21
	Expense Report	1
	Voucher	3
	myForm Approvals	16
	myForm Chartfield Approva	1

Approvals



146



One Card Application Form (New Card)

✦ Enter EMPL ID & SSO will Populate

✦ Routes to Level 3 FRI for Campus/ Hosp Accounting > then to One Card Team

✦ Sensitive Information is now masked once submitted

Applicant Information

Complete the following fields with the applicant's information.

*Empl ID:

Name:

Applicant SSO:

*Department Name to Display on Card (21-character maximum):

Building Name and Room Number:

*Business Street Address:

City:

State:

*Zip Code:

Business Phone:

Business Unit:

*Date of Birth:

*Mother's Maiden Name/Password (10-character with no special characters):

*Home Street Address:

*City:

*State:

*Zip Code:

*Home Phone:



One Card Change, Cancellation & Suspension Form

- ✦ Routes to Level 3 FRI within FIN Structure to Increase Limits > then to One Card Team
- ✦ If No change in limits Form routes directly to One Card Team
- ✦ No change in approval time- Striving to approve within the 2 day Turnaround

Card Action

Select the action to be taken from the dropdown.

*Select Card Action:

Cardholder Information

Complete the following fields to prevent Card Custodian information.

*Empl ID:

Cardholder Operator ID:

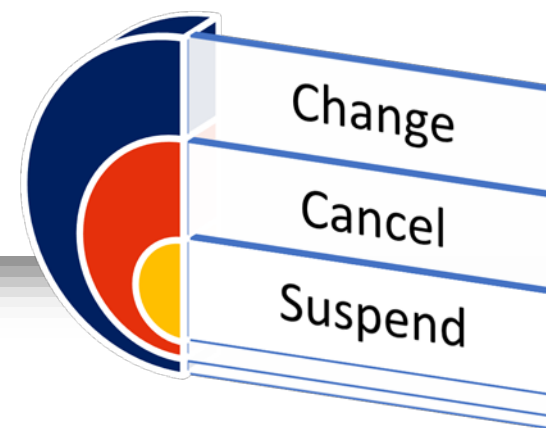
Name:

Campus:

*Last 4 Digits Credit Card Number:

Cardholder Email Address:

Cardholder Phone Number:



One Card Transaction Dispute Form

Form ID 10712

- Routes to One Card Team
- Not Designed to Dispute Tax

 Add a One Card Dispute Form : One Card Dispute Form

To review before completing the form:

- The cardholder has contacted the merchant and attempted to resolve the disputed issue.
- The cardholder understands that a dispute can only be initiated within 60 days of the transaction date.
- The cardholder understands that sales tax cannot be disputed using this form and must be resolved with the merchant.

Complete the following form for your dispute.

Enter additional information about the dispute in the Comments section at the bottom of the form. Providing additional details will assist JP Morgan with the dispute resolution.

Attach any documents at the bottom of the form in the File Attachments section, which may support the dispute request. This may include items such as a copy of the original receipt or order, or correspondence with the merchant.

Cardholder Information

Complete the following fields with the Cardholder or Student Card Custodian information.

*Empl ID:

Cardholder Operator ID:

Name:

Campus:

*Last 4 Digits Credit Card Number:

Cardholder Email Address:



One Card Reimbursement Form

- ✦ Enter Empl ID & Last 4 digits to Populate Cardholder Info
- ✦ Routes to AP Shared Services
- ✦ Enter CRR number for repayment
- ✦ Cash advances not always generated



Transaction Information

*One Card Reconciling Expense Report Number:

*Transaction Line Number:

Transaction Date:

Transaction Amount: 0.00

Merchant:

PS Account Charged:

Fund Charged:

Dept Charged:

Class Charged:

Program Charged:

Project Charged:

Repayment

How will this be repaid to the University?

*Repayment Method:

CRR Number (if funds have been received):
CRR, check/cash within 21 days
Reimburse ER, over 21 days

Form Creator Information



Entry Delegate Form

- ✦ New!- Enter EMPL ID of Delegate
- ✦ No Approvals - Email Notification will be sent once Submitted
- ✦ Add or Remove ALL in one form- Multiple Users

Entry Delegate Information

To begin, use the Lookup icon and enter an Entry Delegate Empl ID. Then select an action.

*Empl ID Name Haddock,Michelle Diane
User ID HADDOCKMD

Action

Select an action.
(NOTE: If a Current Access grid does not display, the entry delegate selected does not have existing access to any travelers/cardholders.)

Would you like to add new access? Yes No
Would you like to view or remove current access? Yes No

Add Access 1 row

Traveler/Cardholder Empl ID	Name	HR Dept	HR Status	Valid for Expenses?	myWallet Count	Insert A Row	Delete A Row
1 <input type="text" value="10220387"/> <input type="button" value="Q"/>	Greenup,Tracy	CFINADMN	Active	Y	0	<input type="button" value="+"/>	<input type="button" value="-"/>

To add traveler/cardholder access, enter the traveler's/cardholder's Empl ID using the Look Up icon. Or simply type the Empl ID and click tab on teh computer keyboard. (For an employee to be searchable in the Add Access grid, they must have unreconciled One Card transactions in their myWallet; or, be classified as active, on leave with pay, or leave of absence.)
Please ensure that each line of the Add Access grid is fully populated before submitting the completed form. Rows in the grid that are not fully populated will result in error.

Current Access 2 rows

Traveler/Cardholder Empl ID	Name	HR Dept	HR Status	Valid for Expenses?	myWallet Count	Remove Access?
1 12095718	Zabriskie,Justin William	ACONTRLR	Active	Y	0	<input type="radio"/> No
2 12250417	Marlin Horst,Kristen Elizabeth	ACONTRLR	Active	Y	0	<input type="radio"/> No

To remove traveler/cardholder access select "Yes" in the Remove Access column.

Comments



Entry Delegate Form

Would you like to add new access?

Yes

Would you like to view or remove current access?

Yes

Add Access

1 row

Traveler/Cardholder Empl ID	Name	HR Dept	HR Status	Valid for Expenses?	myWallet Count	Insert A Row	Delete A Row
1 <input type="text"/>						<input type="button" value="+"/>	<input type="button" value="-"/>

To add traveler/cardholder access, enter the traveler's/cardholder's Empl ID using the Look Up icon. Or simply type the Empl ID and click tab on the computer keyboard. (For an employee to be searchable in the Add Access grid, they must have unreconciled One Card transactions in their myWallet; or, be classified as active, on leave with pay, or leave of absence.)

Please ensure that each line of the Add Access grid is fully populated before submitting the completed form. Rows in the grid that are not fully populated will result in error.

Current Access

2 rows

Traveler/Cardholder Empl ID	Name	HR Dept	HR Status	Valid for Expenses?	myWallet Count	Remove Access?
1 10273428	Gates,Danelle Breann	CACCTSER	Active	Y	0	<input type="checkbox"/> No
2 12095718	Zabriskie,Justin William	ACONTRLR	Active	Y	0	<input type="checkbox"/> No



Chartfield Request Form

- Instructions will Pop Out/ to pull to secondary Screen
- Chartfield requested: Dept ID, Program, Project
- Form will route off BU- CSD to Division responsible in FIN Structure > to Accounting

Chartfield Information

Effective Date
If requesting a DeptID, change the date to the first day of the fiscal year in which entries will be made. (e.g., 07/01/20xx).
If requesting a Program, change the date to the first day of the month in which entries will be made.

*Chartfield Requested

*Effective Date

*Description

*Short Description

Long Description

Department Information

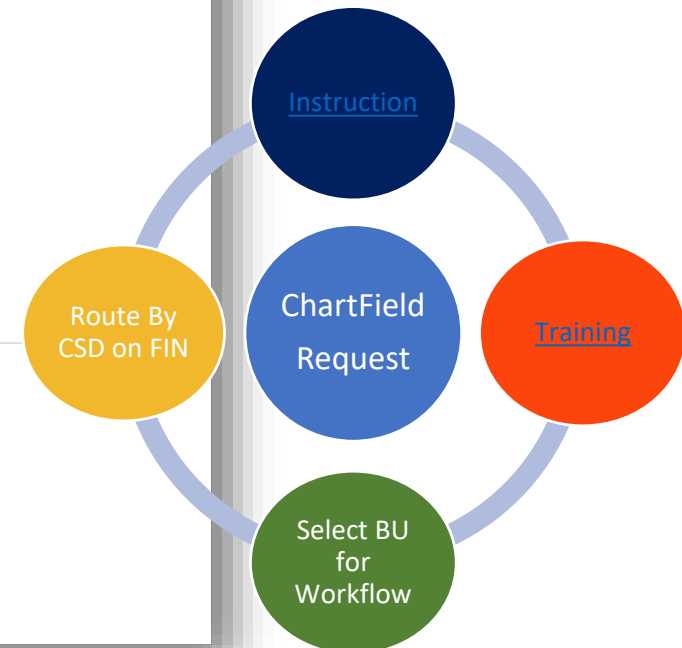
Will this be used for Payroll? No

*Division

*Department

Sub-Department

Source of Funds



Chartfield Request Form HOSPT & HEALTH

- + Instructions will Pop Out/ to pull to secondary Screen
- + Use for Dept ID only- Choose Type of Request
- + Form will route to MGR, and then to Accounting

Instructions

For assistance completing this Chartfield Request form, please click [here](#) for instructions.

Department Information

*Long Description - Please provide additional details for the DeptID being requested. Also include in this field information

Type of Request	<input type="text" value=""/>
*Effective Date	<input type="text" value=""/>
*Long Description	<input type="text" value=""/>
*Executive Director	<input type="text" value=""/>
*Manager	<input type="text" value=""/>



ARBI Customer Request Form

General Information

Select the type of request to proceed. For assistance completing this form or to request an update not listed below please contact: mucashmgmt@umsystem.edu

- **Add New Customer** - Create a new customer ID.
- **Add New Customer Address** - Add an additional address to an existing customer. (Ex: A customer has more than one location)
- **Update Customer Address** - Update a customer's current address. (Ex: A customer has moved to a new location)

Submitted By Haddock,Michelle Diane

Email Address haddock

*Type of Request

- Add New Customer
- Add New Customer Address
- Update Customer Address

Comments

Save

Submit

- + Choose type of Customer Request
- + Routes to Colum Accounting Once Submitted
- + Replaces Outlook form & will be available to ARBI Users



ARBI Customer Request Form

Submitted By Haddock,Michelle Diane

Email Address haddockmd@missouri.edu

*Type of Request

New Customer Information

*Customer Name

Alternate Name (D.B.A.)

*Country United States

*Address Line 1

Address Line 2

*City

*State/Province

County

*Postal Code

Telephone

Phone Extension

Fax Number

Supplier ID

Would you like to add a contact? No

Override Next Customer ID? No



Comments



Sponsored Billing Form

- ✦ New Link on Cashier Page directs to PS
- ✦ Multiple Students Entered on One Form
- ✦ Send two forms for split funding

Fees

**Expense is typically not allowable on externally sponsored projects/grants. Please contact OSPA with questions.

Submitted By Haddock,Michelle Diane

Creation Date 05/16/2020

of Credit Hours to Cover

*Year Credit Applies

*Semester Credit Applies

Tuition No

Non-Resident Fee No

Course Fees** No

Student Activity Fee No

Information Tech Fee** No

Rec Center Fee** No

Prepaid Health Fee** No

Exam** No

Insurance-Domestic No

Mandatory International Insurance No

International Student Service Fee** No

Room/Social Fee** No

Board/Meal Plans** No

Parking Permit** No

Late Registration Fee** No

Finance Charge** No

Late Fee** No

Other Unlisted Fees (Text box will appear) No

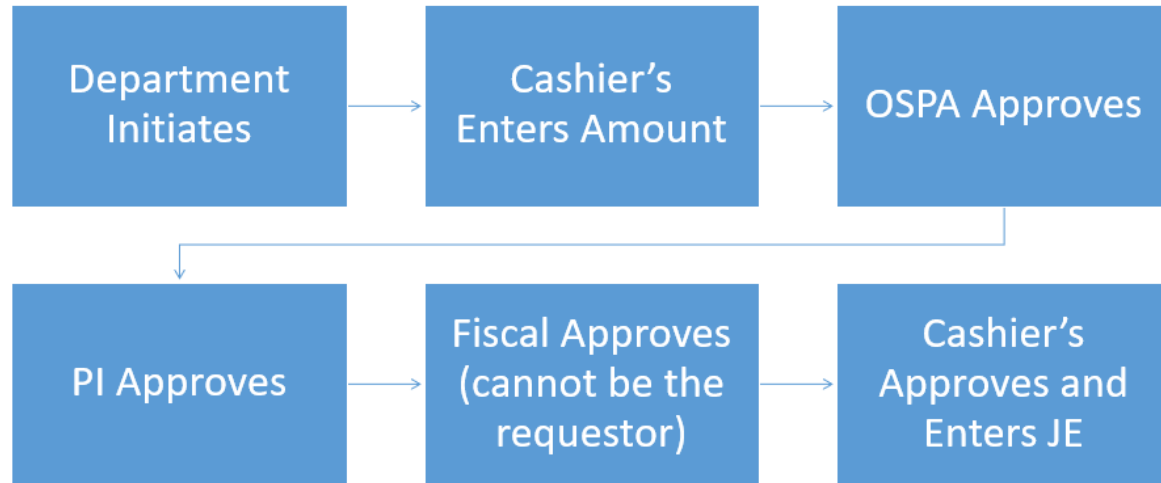
Funding Information

*MoCode

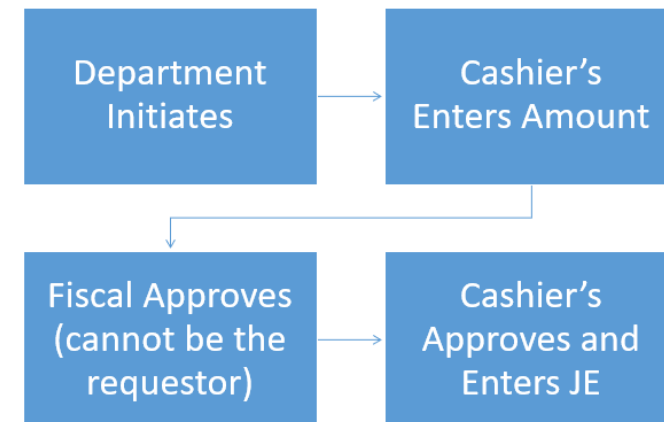


Sponsored Billing Form

Grant Chartfield



Non-Grant Chartfield



Resources- Training Guides

- ✦ [Peoplesoft Financials Training](#)
- ✦ [Travel & Expense](#)
- ✦ [One Card](#)
- ✦ [Chartfield Requests](#)
- ✦ [ARBI Customer Requests](#)
- ✦ [Sponsored Billing- Instructional for Colum Campus](#)



Resources- Websites & Email

UM Finance Support

Primary Contact for any Finance Related Questions

Employee Validation

Toll Free - 877-752-3334
financesupport@umsystem.edu

AP Shared Services

Training Guides/Policies

Employee Validation

apsharedservices@missouri.edu

ONECARD

Card Management

Training & Policy

Onecard@umsystem.edu





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