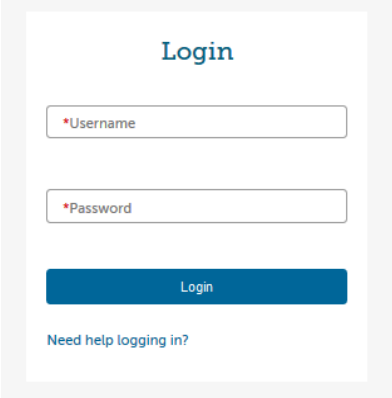# Creighton
U N I V E R S I T Y

CUBuyplus Expense Module User's Guide

This guide will outline the process for submitting TERs through the CUBuyplus Expense Module.

Logging In

1. In the address field in your browser, enter
   https://creighton.unimarket.com
   OR
2. Go to Creighton's website and find the link to CUBuyplus on the Strategic Sourcing Tab.
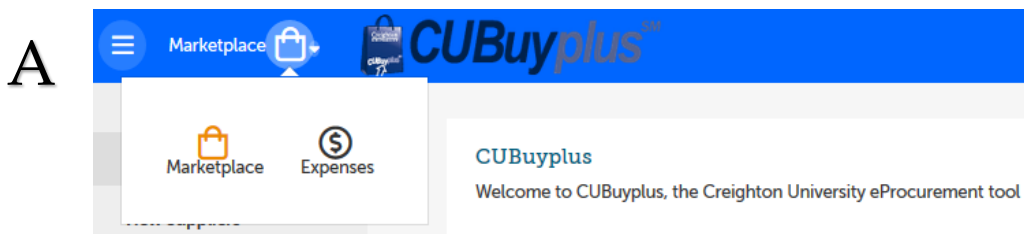3. Enter your Blue credentials to login.

If you are a first-time user, or are having trouble logging in, please contact TER@creighton.edu with your questions.
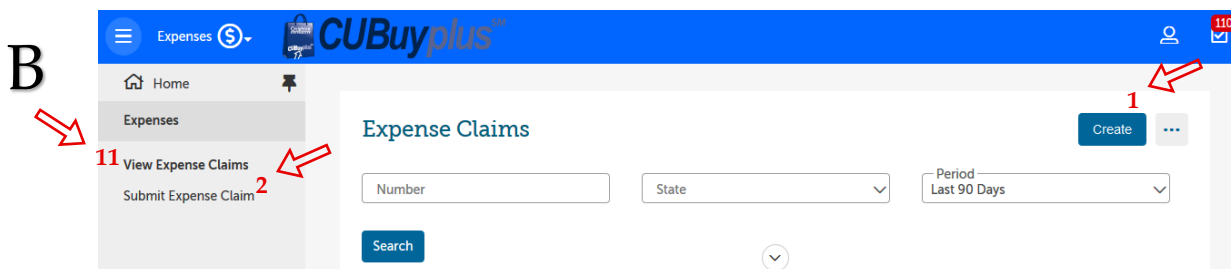
CUBuyplus login page

Creating an Expense Claim

1. To navigate to the Expense module page, first click on the drop down in the top left-hand corner of the CUBuyplus dashboard, then select "Expenses" (Image A).

2. To begin a claim you have two options (Image B):
   a. Select the **Create¹** button in the top right corner.
      a. **OR**
   b. Click the **Submit Expense Claim²** tab from the menu on the left.

3. Specify a claim name and description based on the purpose of the reimbursement request.
   - "Claim Name" identifies the request, "Claim Description" provides the detail.

C

- If you are submitting a request on behalf of someone other than yourself, select the person's name from the drop down menu[3].
  - If the person who you are submitting a request on behalf of does not appear, return to the home page and click on the **Reimbursement Add Request[5]** link (Image D).

D
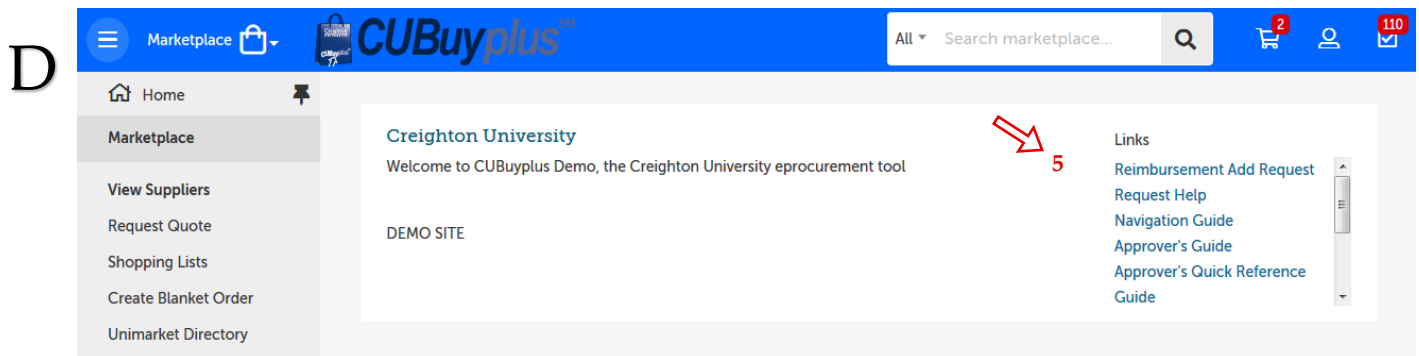
- This will open an email in which you will be directed to enter the information for the employee or non-employee you are submitting the request on behalf of. The request will then be sent to the Business Service Center for set up.
- Once the user has been set up, you will be receive a notification via email and will then be able to complete the expense claim.

4. Click **Add Expense**[4] (see image C, page 2) to begin adding each expense to the claim.

- For each individual expense you will need to complete the required fields indicated by the red asterisks.
  - If the selected Expense Type requires additional information, then extra form fields will appear at the bottom of the page (i.e. Business meals will require a list of attendees).
- Attach the corresponding receipt and/or documentation for each expense by clicking **Browse**[6], or by dragging and dropping the file.
- Enter the correct Fund, Org, Account, and Program codes, as well as any other required codes (i.e. Activity Code).
- To add additional expense lines, select **Add More**[7] (Image E).

E

Add Expense	×

Description
Business meal w/leaders at conference

Expense Type
MEALS - BUSINESS   × ∨

Expense Date
10/16/2019   ⏱ 12:00 PM ∨

Supplier
Panera

Organization Unit
001150   ∨

This is the organization unit you are making the purchase for. It is used to group transactions by organization unit.

Amount
$ 250.00

Category   ∨ 🔍

☁ Drop files to attach, or browse [6]

Size limit 50MB.

COAS	FUND	ORGN	ACCT	PROG	
C	— 101000	— 740100	— 7374	— 151	— ACTV —

Workorder — Phase — Craft

🗑 Clear Account Code 🔄 Load Default Account Code

ATTENDEES

Please list purpose and attendee names

Attendee Names
A. Smith, B. Jones, C. Brown, D. Green

[8]   [7]

Add   Add More   Cancel

Important Notes:

- Leave Organizational Unit as 001150
- Leave Category blank
- Attach receipts
  - **Browse**[6]
    OR
  - Drag and Drop

- After completing your last expense entry, click **Add**[8] (Image E).

5. After you have completed all of your expense entries, click **Submit**[9] (Image F) to submit the claim for approval. The expense claim will then be given a unique TER Number and routed to the appropriate approvers.

    -   If you do not wish to submit right away, you can save an expense claim and return to it later. To do this, simply select **Save**[10] at the bottom of the page (Image F). You can find the expense claim again by clicking **View Expense Claims**[11] (see image B, page 1) under the **Expenses** menu. Expense claims that have been saved and not submitted will have a state of 'Incomplete'.

F

Submit Expense Claim

On Behalf Of * ❓	Jennifer Rasmussen
Claim Name *	Professional Development Conference
Claim Description	Boston MA Professional Development Conference - Airfare, hotel, meals, taxi expenses - 10/15/19-10/19/19
Attachments	☁ Drop files to attach, or browse Size limit 50MB.

+ Add Expense »

Description	Supplier	Expense Type		Amount
			Total	$0.00

10 **9**

[Save] [Submit] [Cancel]