

Creighton UNIVERSITY

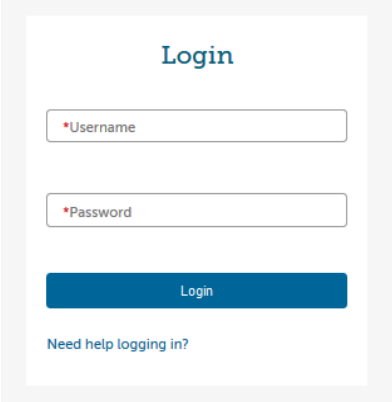
CUBuyplus Expense Module User's Guide for Submitters

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.

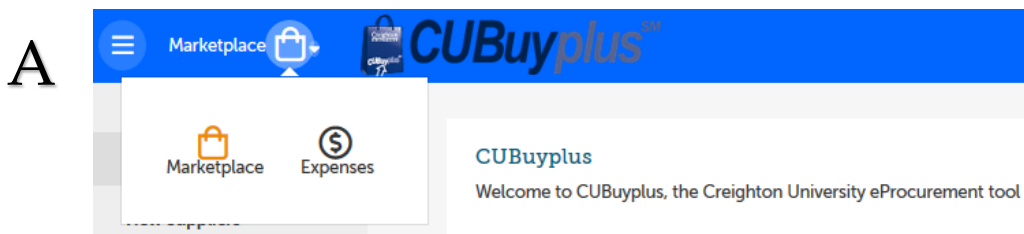
If you are a first-time user, or are having trouble logging in, please contact TER@creighton.edu with your questions.



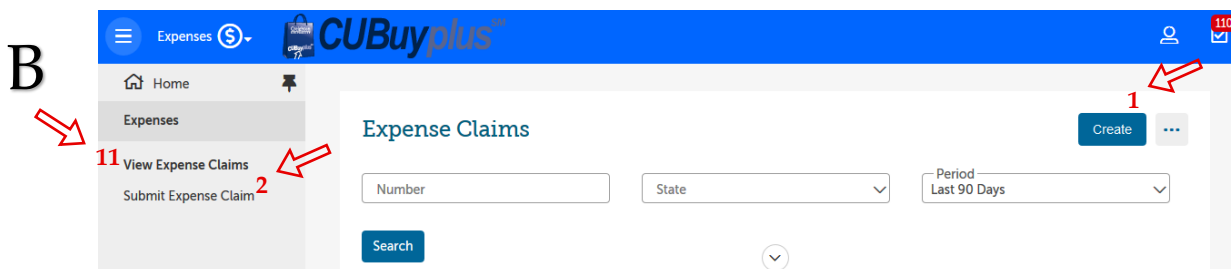
CUBuyplus login page

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 start an expense claim, you have two options (Image B):
 - a. Select the **Create**¹ button in the top right corner.
 - a. **OR**
 - b. Click the **Submit Expense Claim**² 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

Submit Expense Claim

On Behalf Of * 3

Claim Name *

Claim Description

Attachments Size limit 50MB.

+ Add Expense » 4

Description	Supplier	Expense Type	Amount
Total			\$0.00

- If you are submitting a request on behalf of someone other than yourself, select the person's name from the drop down menu³.
 - **IMPORTANT:** If the person who you are submitting a request on behalf of does not appear in the dropdown list, return to the home page and click on the **Reimbursement Add Request⁵** link (Image D) or send a request via email to TER@creighton.edu.

D



This will open an email in which you will be directed to enter the information for the employee, non-employee, or student you are submitting the request on behalf of. The request will then be sent to the Business Service Center for set up. (See appendix)

- Once the user has been set up, you will 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).
 - For mileage reimbursement, fields for starting and ending odometer readings appear but are not required.
 - 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) in the accounting fields.
 - To add additional expense lines, select **Add More**⁷ (Image E).

E

Add Expense

Expense Type

*Expense Type

Approvals

Organization Unit


Expense Details

*Expense Date

*Supplier

*Description

*Amount

Drop files to attach, or **browse**⁶ 
Size limit 50MB.

Important Notes:

- Leave Organizational Unit as 001150 in field above
- Leave Category blank
- Attach receipts
 - **Browse**⁶
 - OR**
 - Drag and Drop

Account Code

COAS	FUND	ORGN	ACCT	PROG	ACTV	Workorder	Phase	Craft
C	101000	740100	7650	151				

 Clear Account Code

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- After completing your last expense entry, click **Add**⁸ (Image E).
- 5. After you have completed all 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'.
 - To complete a previously saved expense, click the **More Actions** option¹² and select "Complete". Once all changes are complete, click **Submit**⁹ (Image F).

F

Submit Expense Claim

On Behalf Of *

Claim Name *

Claim Description

Attachments
Size limit 50MB.

[+ Add Expense >](#)

Description	Supplier	Expense Type	Amount
		Total	\$0.00

10 9

Expense Claim 18

Name Mileage Description
 Submitter Matt Kruse Created Date 1/31/2020 9:47 AM
 State Incomplete Summary [Summary](#)
 Attachments

Expense	Supplier	Date	State	Amount
30. Mileage	BP	1/1/2020 12:00 PM	Incomplete	\$2725

Expense Type MILEAGE ALLOWANCE [Form Data](#)
 Account Code C-101000-001150-7825-191- - - - 100.00% [View](#)
 Organization Unit 001150 [Edit](#)
 Rate 50 @ MILEAGE RATE (\$0.545)

Total \$2725

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Appendix

CUBuyplus

Welcome to CUBuyplus, the Creighton University eProcurement tool!

Coming Soon: CUBuyplus Expense Module (Electronic TER Process)

Links

- [CUBuyplus Expense Module Training Guide](#)
- [Reimbursement Add Request](#) ●
- [Strategic Sourcing Policies & Practices](#)
- [Independent Contractor vs Employee \(ICE\)](#)
- [I need something! \(Request Ticket to Sourcing\)](#)
- [Request Help](#)