

# Expenses – Using your mobile phone

The **Expenses WorkCenter** can be accessed through a Browser on your phone. The application 'resizes' itself to display in a more usable form on the phone. For easy access, the web address can then be saved onto the **Home Page** on your phone.

Depending on your mobile phone type and operating system, the following may be of assistance if you want to have an icon placed on your mobile phone Home Page.

## 1 GO TO EXPENSES WEBSITE

Open a Browser on your phone and enter the following URL -

<https://fms.unitec.ac.nz/psp/FMSLIVE/EMPLOYEE/ERP/?cmd=login>

Alternatively, use the **QR Code** provided here.



**NOTE:** See Step 5 below, if you would like to **save** this site.

## 2 LOGIN TO UNITEC

Type in **Username** and **Password** when prompted

Select **Logon**



Secure Logon  
for Unitec

Username

Password

Logon

## 3 LOGIN TO PEOPLESOF

Enter **User ID** (same as Username) and **Password**

Select **Sign In** to open Application

Tap **Expenses** tile to continue



ORACLE  
PEOPLESOF


User ID

Password

Select a Language  
English

Sign In

## 4 LOGOUT

Tap the  menu at the top of the screen

Select **Logout**



## 5 SAVE WEBSITE AS A SHORTCUT

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### Instruction to set a URL to the home screen on Android

1. Open **Firefox** or **Chrome** for Android and go to the **URL** above
2. Press the **Menu** button (either below the screen on some devices or at the top-right corner of the Browser)
3. Tap **Add to Home Screen**
4. Create a short cut name, e.g. **My Expenses**
5. Your shortcut should now appear on your home screen

### Instruction to set a URL to the home screen on iPhone

1. Open **Safari** and go to the **URL** above.
2. At the Unitec login page, enter your Unitec **username** and **password** and tap **logon** (if prompted to save password choose yes)
3. At the PeopleSoft login screen, enter your Unitec **username** and **password** and tap **Sign In**
4. Tap on the **Expenses** tile
5. Tap on the **Share** button 
6. Tap on **Add to Home Screen** 
7. Rename the shortcut e.g. **My Expenses**
8. Tap **Add**
9. Your shortcut should now appear on your home screen