

PeopleSoft Travel and Expenses

Kristi Bradshaw

Agenda

- Annual Maintenance Release 5.50 Updates
- Known Issue Updates
- Ticket Reminders
- Submitted Questions / Open Discussion
- Documentation Updates

Annual Maintenance Release 5.50 Updates

Annual Maintenance Release 5.50 Updates

- As part of REL 5.50 we are hoping to implement additional fluid pages. Testing is ongoing as part of the annual maintenance release cycle.
- Performance related tasks in place
 - T & E Travel Authorization Delete page
 - T & E Post Liabilities and Close Liabilities processes

Employee Self Service

Cash Advances



Travel Authorizations



Travel Authorizations



Create Expense Report



My Expense Reports



0 Active Expense Reports

My Expense Reports History



Payment Request Center



GeorgiaFIRST Financial Website



GFM Shopper Access



- Employee Self Service
- Manager Self Service
- Finance & Accounting
- eProcurement/Purchasing
- Payables Operations

Employee Self Service

Create Expense Report



My Travel Authorizations



Travel Authorizations



My Expense Reports



0 Active Expense Reports

Expense Report History



Cash Advances



GeorgiaFIRST Financial Website



GFM Shopper Access



Pagelets



Payment Request Center



Annual Maintenance Release 5.50 Updates

- Manager Self Service
 - New Approvals tile



Grouping

Employee S

Pending Approvals

View By

- Date Routed From
- Requester
- Type



Approve Deny More

Categories







- All 157
- Expense Report Approval 50
- Payment Request 50
- Supplier 7
- Travel Authorization 50



Expense Report Approval ← Name of selected Category 50 rows


<input type="checkbox"/>	Expense Report ▲ 64.96 USD	Helen Howells - 0000666664 / Work in Statesboro 1/24 Escalated	Routed 07/05/2019	>
<input type="checkbox"/>	Expense Report 255.15 USD	Terry Hart - 0000668524 / Travel Expense form GAPPA 2019 Escalated	Routed 07/15/2019	>
<input type="checkbox"/>	Expense Report 2,228.90 USD	Marian Tabi - 0000670740 / WOCN Conference in Nashville	Routed 07/17/2019	>
<input type="checkbox"/>	Expense Report 2,811.78 USD	Marian Tabi - 0000670698 / National Health Disparities	Routed 07/17/2019	>
<input type="checkbox"/>	Expense Report 177.84 USD	Susan Bunning - 0000670760 / St. Simon donor Meeting	Routed 07/17/2019	>
<input type="checkbox"/>	Expense Report 1,675.80 USD	John Thompson - 0000670236 / ICMC conference presentation	Routed 07/17/2019	>
<input type="checkbox"/>	Expense Report 79.96 USD	Jessika Garcia Bassat - 0000670886 / Hispanic Chamber of Commerce	Routed 07/17/2019	>

← Pending Approvals  




View By

-  All 157 rows
-  Expense Report Approval 50
-  Payment Request 50
-  Supplier 7 
-  Travel Authorization 50

← Pending Approvals  



All 157 rows

Supplier	Routed
000 / 0000415762	01/30/2018 >
Cartee, Karen G	
 Escalated	
Supplier	Routed
000 / 0000057816	03/20/2018 >
Evgenia-Vallentina Rementelas	
 Escalated	
Supplier	Routed
000 / 0000419947	05/17/2018 >
Paige N White	
 Escalated	
Supplier	Routed

- As of REL 5.50: Exceptions and Risks Link available in Fluid User Interface

The screenshot displays the 'Pending Approvals' section of a Fluid User Interface. On the left, a sidebar shows filters for 'Employee S', 'View By' (set to 'Type'), and categories like 'All' (157), 'Expense Report Approval' (50), 'Payment Request' (50), 'Supplier' (7), and 'Travel Authorization' (50). The main area shows a table of 'Expense Report Approval' requests. The first row is highlighted with a red box around the amount '64.96 USD' and the status 'Escalated'. Other rows show various expense reports with amounts ranging from 79.96 USD to 2,811.78 USD, all with a 'Routed' status and dates in July 2019. Action buttons 'Approve', 'Deny', and 'More' are visible at the top right of the table area.

Expense Report	Requester	Amount	Status	Date
Expense Report 64.96 USD	Helen Howells - 0000666664 / Work in Statesboro 1/24	64.96 USD	Escalated	Routed 07/05/2019
Expense Report 255.15 USD	Terry Hart - 0000668524 / Travel Expense form GAPPA 2019	255.15 USD	Escalated	Routed 07/15/2019
Expense Report 2,228.90 USD	Marian Tabi - 0000670740 / WOCN Conference in Nashville	2,228.90 USD		Routed 07/17/2019
Expense Report 2,811.78 USD	Marian Tabi - 0000670698 / National Health Disparities	2,811.78 USD		Routed 07/17/2019
Expense Report 177.84 USD	Susan Bunning - 0000670760 / St. Simon donor Meeting	177.84 USD		Routed 07/17/2019
Expense Report 1,675.80 USD	John Thompson - 0000670236 / ICMC confernce presentation	1,675.80 USD		Routed 07/17/2019
Expense Report 79.96 USD	Jessika Garcia Bassat - 0000670886 / Hispanic Chamber of Commerce	79.96 USD		Routed 07/17/2019

Helen Howells

64.96 USD

Approve Deny More

1 line(s) are pending your approval

Escalated

Summary

Name	Helen Howells	Report ID	0000666664	Approvals in Process
Total Due Employee	64.96 USD	Reference		
Report Description	Work in Statesboro 1/24	Submission Date	05/16/19	
Business Purpose	Campus Visits / Satellite Locs	Updated on	07/15/19 - 7:01 AM	
Location	STATESBORO	Exceptions and Risks		
		Expense Details		

Attachments and Notes

View Notes >

Lines

Pending All

1 row

Select	Risk/Exception	Date/Expense Type	Reimbursement Amount
<input type="checkbox"/>	 Risk/Exception	01/24/19 Emp Mileage T1	64.96 USD >

Approver Comments

Approver Comments

Approval Chain >

Exception Comments and Risks



Helen Howells

Report ID 0000666664

General Information

Report Description Work in Statesboro 1/24

Business Purpose Campus Visits / Satellite Locs

Reference

Exception Information

Line	Expense Type	Exception	Comment
1	Emp Mileage T1	Duplicates Exist	Expense line is a duplicate of Line 1, Sheet Id 0000650241. Date 2019-01-24, Amt Spent 64.96 USD.



- As of REL 5.50: Able to create Fluid Expense Report from an approved Travel Authorization

The screenshot displays the Oracle Employee Self Service dashboard. The top navigation bar includes the Oracle logo, the text 'Employee Self Service', and icons for home, search, notifications, and user profile. The dashboard is organized into several tiles:

- Cash Advances:** Represented by a green money bag icon.
- Travel Authorizations:** Represented by a document icon with an airplane.
- My Travel Authorizations:** Represented by a red suitcase icon with a green checkmark. This tile is highlighted with a red border.
- Create Expense Report:** Represented by a document icon with a pencil and a car.
- My Expense Reports:** A bar chart showing the number of reports and amount for 'Pending' and 'Unapproved' categories. The y-axis for '# of Reports' ranges from 0.0 to 1.2, and for 'Amount' from 0 to 300. Below the chart, it indicates '2 Active Expense Reports'.
- Expense Report History:** Represented by a document icon with a car and an hourglass.
- Payment Request Center:** Represented by a document icon with a yellow sticky note.
- GeorgiaFIRST Financial Website:** Represented by an icon of a person pointing at a screen.
- GFM Shopper Access:** Represented by a shopping cart icon.

Sheilah Daniels

- Returned 0
- Denied 0
- Pending 0
- Submitted 0
- Approved 3**
- View All 5

Approved Authorizations

Add Travel Authorization

Action	Description	Authorization ID	Business Purpose	Trip Date	Location	Amount
	abcdefg	0000450066	Attend Meetings	09/13/2019	ATLANTA	95.08 USD
	test	0000450065	Attend Training	09/12/2019	ATLANTA	31.32 USD
	test	0000450063	Attend Meetings	09/13/2019	ATLANTA	104.08 USD

Sheilah Daniels

- Returned 0
- Denied 0
- Pending 0
- Submitted 0
- Approved 3**
- View All 5

Approved Authorizations

Actions	Authorization ID	Business Purpose	Trip Date	Location	Amount
Send Notification	0000450066	Attend Meetings	09/13/2019	ATLANTA	95.08 USD
test	0000450065	Attend Training	09/12/2019	ATLANTA	31.32 USD
test	0000450063	Attend Meetings	09/13/2019	ATLANTA	104.08 USD

Travel Authorization Search
Expense Entry

abcdefg
✎

Save
Review and Submit

Sheilah Daniels
Last Saved 09/16/2019 8:34AM

Total (3 Items) **95.08 USD**

Add
 Delete
 Filter
 More

Monday, September 16, 2019

Emp Parking	15.00 USD
Emp Meals - Full Day	36.00 USD

Friday, September 13, 2019

Emp Mileage T1	44.08 USD
----------------	--------------

Emp Mileage T1 - 09/13/2019

Expense Entry Errors

▶ Correct the following errors prior to submission:

- Miles

*Date

09/16/2019

*Expense Type

Emp Mileage T1

Description

Mileage

*Reimbursable Miles
>

*Miles

[REDACTED]

x 0.5800

Payment Details

*Payment

N/A (e.g. Mileage)

*Amount

44.08

USD

Additional Information

*Billing Type

Internal

*Originating Location

ATHENS

*Destination Location

ATLANTA

Accounting
1 >

Exceptions

Non-Reimbursable

No

No Receipt

No

Annual Maintenance Release Preparation

- Fully approve OR send back all transactions
- No transactions should be in workflow



Known Issue Updates

Known Issue Updates

- KI9.2-19_EX – Name on Expense Report Summary Disappears
 - Plan to test using the delivered page as part of REL 5.50
- KI9.2-60_EX – Modify Approved Transactions Displaying Results for All Business Units
 - Plan to secure this by Business Unit as part of REL 5.50
- KI9.2-94_EX – Expense Report Variances on the BOR_KK_EXSHEET_RECON Query (Paid Expense Reports in Budget Error)
 - Continue to research and test. There is a work around documented in the KI

Ticket Reminders

Ticket Reminders

- Please include as much information as possible when submitting a ticket/incident.
 - Transaction ID
 - Navigation
 - Screen Shots if applicable
 - Contact Phone number

Submitted Questions / Open Discussion

- Not being able to update an employee's profile to receive payments by EFT instead of System Check
 - Testing ability to grant access back to the institution to update the Payment Method field only back to Expense Administrators with the BOR_EX_ADMINXX role
- Deleting of expense reports that are not needed or never submitted
- Workflow
 - Researching Workflow issues
 - Workflow is determined at the time that the transaction is submitted

Documentation Updates

- Travel and Expenses Business Processes
 - Currently in the process of updating the business processes

Questions?

