PeopleSoft Travel and Expenses

Kristi Bradshaw

Agenda

- Annual Maintenance Release 5.50 Updates

- Known Issue Updates

- Ticket Reminders

- Submitted Questions / Open Discussion

- Documentation Updates
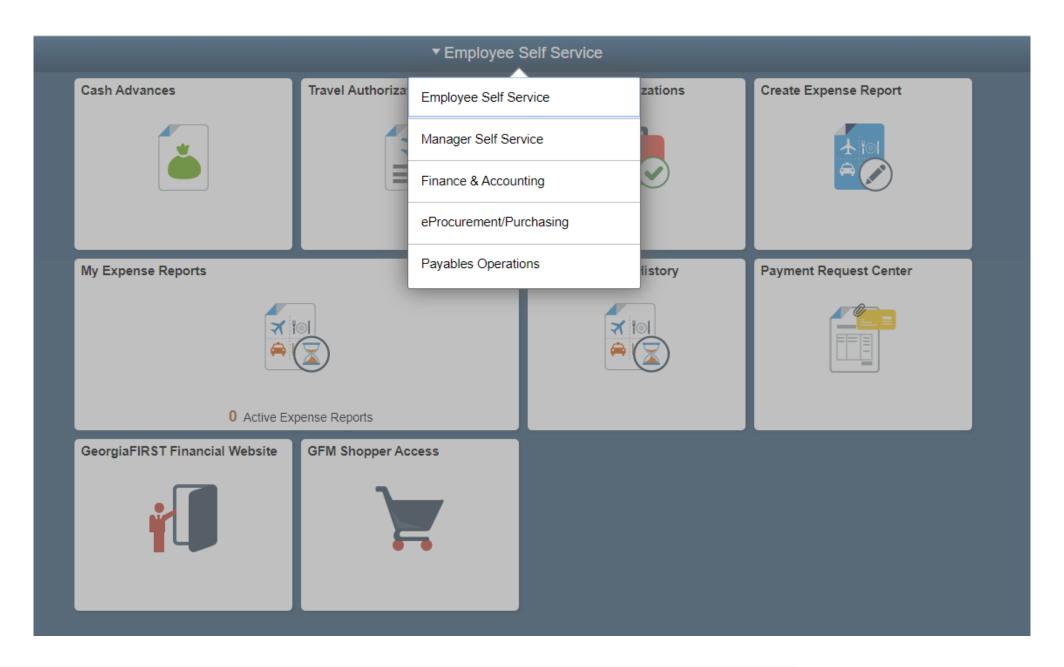
Annual Maintenance Release 5.50 Updates

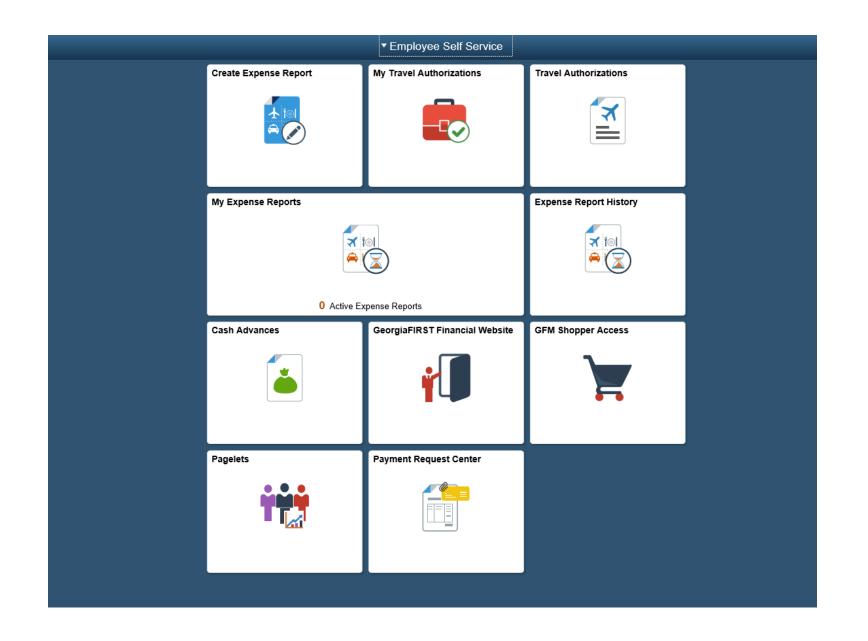# Annual Maintenance Release 5.50 Updates

- 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
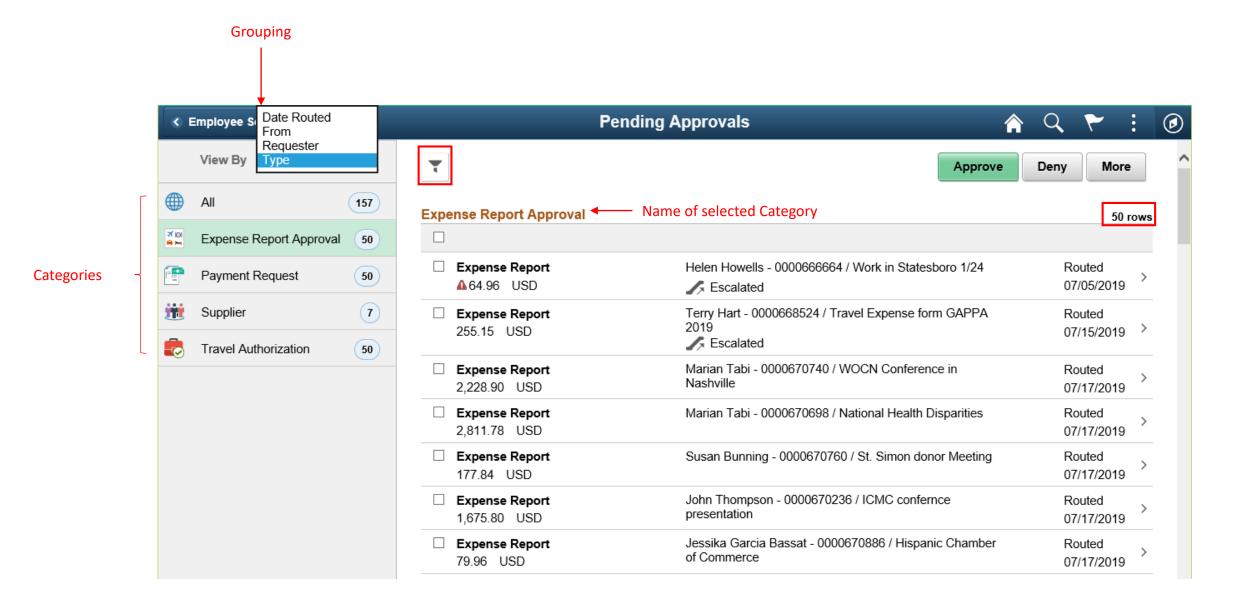   - T & E Post Liabilities and Close Liabilities processes
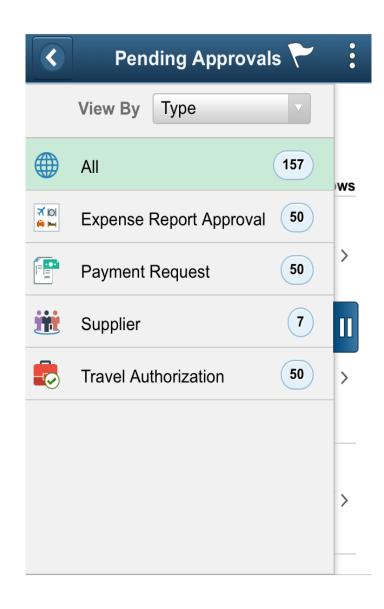
Annual Maintenance Release 5.50 Updates
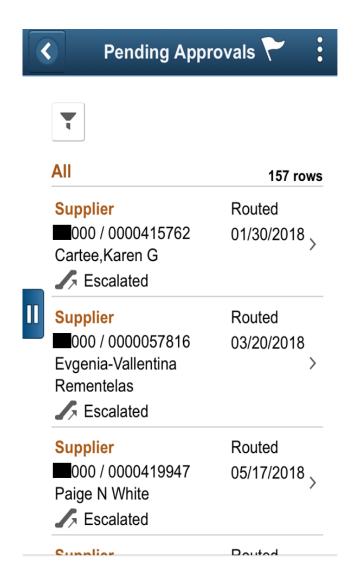
- Manager Self Service
  - New Approvals tile

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

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	
☐	🗨⚠	01/24/19 Emp Mileage T1	64.96 USD	›

Approver Comments

```
[                                    ]
```

Approval Chain	›

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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

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

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abcdefg ✎
Sheilah Daniels ⌄

Save   **Review and Submit**

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   [_____]   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

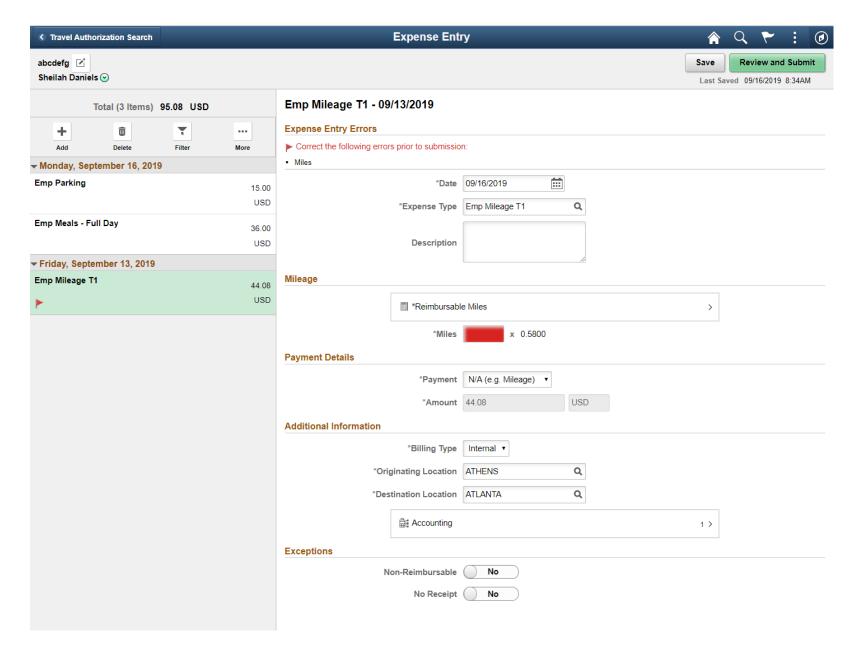Non-Reimbursable   ⦿ No

No Receipt   ⦿ No

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Annual Maintenance Release Preparation

- Fully approve OR send back all transactions

- No transactions should be in workflow

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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

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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

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Questions?

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