PEOPLESOFT 9.2

User Guide: Travel & Expenses

Overview

This guide is intended to:

- Define terminology related to the new user interface Explore the new features. ٠
- ٠
- Provide steps on how to navigate and customize CUNYfirst. ٠



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PEOPLESOFT 9.2 & CUNYfirst: Travel & Expense

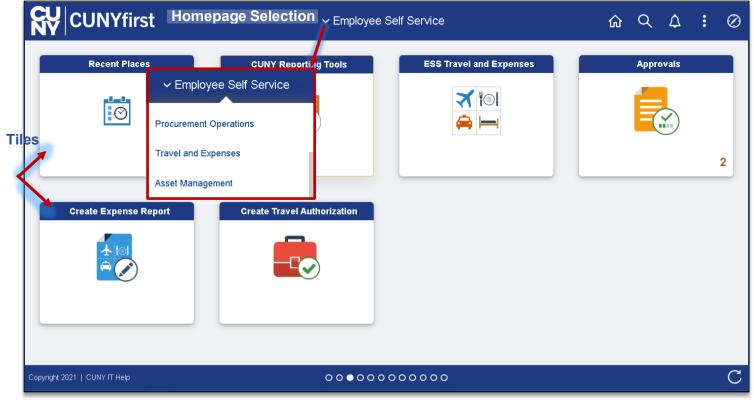
Travel Authorization

With new performance improvements comes new terminology. The definitions below are provided to assist in understanding the PeopleSoft 9.2 upgrade to CUNYfirst.

Fluid – Fluid is a new interface where tiles are added to homepages for navigational ease instead of the Classic cascading pagelets/menus. Fluid is a modern, responsive user interface that provides the flexibility to work seamlessly from desktops, tablets and phones.

Homepage - The landing page for PeopleSoft navigation. A user can have several homepages but only one default (e.g., Employee Self-Service). Homepages can be customized to accommodate your personal interaction with the system. Click on the **Homepage** drop-down arrow to access other component homepages.

Tile - visual navigation component within the fluid interface.



The upgraded CUNYfirst provides access to a fluid and classic navigation interface. The fluid navigation. provides a different look and feel but contains the elements CUNYfirst. The classic navigation provides a similar navigation and page style to your current CUNYfirst system.

Note: Please follow the suggested transaction navigation.



Create Travel Authorization

Navigation: Employee Self-Service > ESS Travel and Expenses > Travel Authorization > Create/Modify

The **Travel Authorization** search page displays. Depending on your role, the Empl ID will default into the field. If you are authorized to enter a travel authorization on behalf of someone else, enter the Empl ID. Enter the required (Business Purpose, Description and Date From/To) fields to review or create a new Travel Authorization. Use the lookup window to enter the **Default Location**. Once entered, the **Location** field for all Projected Expenses will autofill.

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Quick-Fill

The Quick-Fill link, provides for creating multiple expense line at one time.

		Quick-Fill	×
want to add on	e instance of the expense	the authorizations you will be adding to the report. Then choose the expense types and whether you type or have an entry of that expense type for each day within the date range.	A
Date Rang			
From	12/09/2021	To 12/11/2021 ⅲ	- 1
Add Exper	nse Types:		- 1
One Day	/ All Days	Expense Type	- 1
		Non PSC Parking Fees	^
		Non PSC Per Diem Breakfast	- 1
	v	Non PSC Per Diem Dinner	- 11
		Non PSC Per Diem Local Bkfast	- 11
		Non PSC Per Diem Local Dinner	- 11
		Non PSC Per Diem Lunch (City)	- 11
		Non PSC Per Diem Unrcpt Overnt	- 11
		Non PSC Receipted Lodging	
OK	Cancel]	*
<			•

- 1. Enter the date range.
- 2. Select the **One Day** checkbox for an Expense Type occurring once. Select the **All Days** check box for Expense Types occurring multiple times.
- 3. Click **OK** to add lines to the Travel Authorization



Accounting Details

Enter or update the Chartfield information.

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• A	Attachments – upload line level attachments										-				
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- **Save for Later** displays the Save Confirmation message and creates Travel Authorization ID for other actions (i.e. Create Cash Advance)
- **Summary & Submit** displays the Certify Expenses message and begins the approval workflow upon submission

If there are any errors in the travel authorization, a red flag icon displays next to the expense(s) that contains errors. Confirm accounting detail information is correct, the location fields have valid options selected and required fields are completed.

Employee Self Service	ESS Travel and Expenses		<u>م</u> ک	↓ :	Ø
			New Window	Persona	lize Page
Create Travel Authoriz	zation	🔛 Save for Later 🔯 Travel Authorization Details			
		ActionsChoose an Action GO]		
*Business Purpose *Description	Conference Default Location Default Location Training Conference Date From 12/09/2021 Date To 12/11/2021 Date To 12/11/2021	Authorization ID 0000020316 Pending			
Totals ⑦	Solution Notes				
Projected Expens	es (1 Line) 150.00 USD Denied Expenses 0.00 USD				
	Total Authorized Amount 150.00 USD				
By checking this I Submit Travel Autho		the checkbox and select the Su el Authorization button to subn			

Note: After you submit the travel authorization, you cannot modify it unless an approver returns it to you.



Create Cash Advance (Only for NTL)

Navigation: Employee Self-Service > ESS Travel and Expenses > Cash Advances > Create/Modify

Note: A cash advance can also be created at the time of creating a Travel Authorization.

Create Cash Advance 🗸 🗸	GO
Choose an Action Copy Authorization Lines Create Cash Advance Default Accounting	
Project Summary User Defaults	

The Cash Advance search page displays.

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*Business Purpose	Conference 🗸	Reference		Q						
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ash Advance 🕜	View Printable Version	ନ୍ଦ Note	es 🔶	Add Notes						
*Source D	escription	*Amount	Currency	+ -						
Check 🗸	Fees	150.00	USD							
Accounting Details										
▼ Totals Advan	nce Amount 0.00 USD					_				
	tify the advances submitted are accurate a	and comply with expens	se policy. 🗲	Certify Cash A	dvance					
Submit Cash Advance										

Select **Submit Cash Advance** to begin the workflow approval process. Select **Save for Later** to save the Cash Advance without submitting for approval. The cash advance may be saved with or without invalid or missing information and can modified later. The **Save Confirmation** page displays to indicate that it successfully saved the Cash Advance and indicates if missing or invalid information exists.

ACH Navigation

Navigation: Navigator > NavBar > ESS Travel and Expenses > Add/Update Bank Account

ESS Travel and Expenses		Q	۵	:	\otimes
Add/Update Bank Account		New W	indow F	ersonal	lize Page
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Enroll in ACH					
To enroll in Direct Deposit you will need to attach a voided check or an Official Letter from the bank. Before proceeding, ensure that you have your documents ready.					



Approve Travel Authorization

Navigation: Nav Bar > Navigator > Travel and Expenses > Approve Transactions > Approve Transactions

Opening the travel authorization provides access to expense type and the details related to the expense. Clicking on the expense type displays the detail screen for that expense. By selecting the expense type, the approver can review the details of each individual expense and change the information, if necessary. The **Accounting Detail** link displays the specific account expense associated with the selected line.

PeopleSoft D	eveloper / Supp	ort		Approve Transactions 🖓										
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Transactions to	Approve ?													
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Total Amou	int Curr	в	udget Status	Name	E	mployee ID	Date Submitted	Status	Role					
0.0	000													
							Refresh List							
Overview Expe	ense Reports	Time	Reports Time Adju	stments Travel Author	rizations Cash Adv	ances Errors								

The expense report opens in **Expense Summary View** and most of the information can be reviewed on this page. Use the **Expense Detail View** to review accounting lines. Complete the approval by following the current CUNYfirst process.



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Approve Travel Auth	horization S								
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			User De	lauro					
General Info	rmation								
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B		se User Confe			Referen	ice 8675309			
		tus Submitted om 04/01/2019		04/05/2019	Updated	on 03/26/2019	By 1010071	45	
	Date Ph	04/01/2013	/ 10	04/03/2013		9:10:36AM Attachments	Notes		
Accounting De	faults			N	lore Options	Choose an Actic	in N	GO	
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You can deny	individual expe	enses and still ap	prove or send bad	the overall report.					
Details									
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Totals									
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Role			Name		Actio	n	Date/Time		
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	ory						14 4	1-1 of 1 🗸	
Role			Name		Actic	n	Date/Time		
Employee			Xoan		Subr	nitted	03/26/2019 9:1	0:38AM	
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Budget Checking	g is required before th	he Travel Authorization	can be Approved. Please of	click on the Budget Options	s hyperlink.				
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Budget Opt	tions				L	-			
Appr	Approve Send Back Hold Deny								
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The approver reviews the travel authorization and selects the appropriate action:

- **Approve** Forwards the authorization on in the workflow and prompts for the budget check
- **Deny** Immediately ends the authorization workflow, however, the authorization is still able to be viewed or printed

Note: at least one line must be selected to take action.





Budg	jet Check	×			
Commitment Control Details					
Source Transaction Type Travel Authori	zation		Budget	Check	×
Budget Checking Header Status	hecked				Help
	C	Commitm	ent Control Details		
Commitment Control Amount Type Encumbrance	•	Г	Source Transaction Type	Travel Authorization	
, and and type			Budget Checking Header Status	Valid	
Run Budget Check			Commitment Control Amount Type	Encumbrance	
Kull Budget Check			Commitment Control Tran ID	0000254669	
			Commitment Control Tran Date	and the second se	
		L		Override Transaction	
		Budget	Check		
		Go to Trans OK	Cancel	Go To Activity Log	

After reviewing the information and you are ready to approve the transaction, click the **Budget Options** button to access the **Commitment Control Details** window. Click the **Budget Check** button to run the budget.

Upon successfully running the budget (i.e., Valid status), click the **OK** button to continue to return to the Travel Authorization window and click the **Approve** button to continue the submission process.

View Travel Authorization

Navigation NavBar> Navigator > Employee Self-Service > Travel and Expenses Center > Travel Authorizations > View

Click the **Search** button to locate the travel authorization. The results include authorizations that you created as well as authorizations delegated to you.

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Travel Authorizations	Travel Authorization Enter any information you have and click Search. Leave fields blank for a list of all values.					
Create/Modify	Find an Existing Value					
Print	▼ Search Criteria					
View	Search by: Authorization ID V begins with					
Print Authorization						
Delete	Search Advanced Search					
Cancel						
🥊 Cash Advances 🗸 🗸						



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Projected Expenses (11 Lines)	1,932.10 USD E	enied Expenses 0.00 USD	
		Total Authorized Amount 1,932.10 USD	
By checking this box, I certify	these costs are reasonable estimates and cor	nply with expense policy.	
Submit Travel Authorization		Submitted On	
Approval History			
Submitt	Approve	rs Bupervisor	
Action Role		Name	Date/Time
Submitted		Tapes Transfer	01/14/2020 5:05:37PM
Submitted			

Travel Authorization Details

×pand /	All Collapse All										Totals (11	Lines)	1,932.10 USD
	*Date	*Expense Type			*Descripti	on			*Payr	ment Type		*Amount	Currency
•	06/28/2020	1 Conference regist	ration fees		* conference	ce registration		/	TCa	ard		629	.00 USD
		npe TCard on NV LAS VEGAS											
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	Amount	GL Unit	Account	Oper Unit	Fund	Dept	Program	М	P	Special Initiatives	PC Bus Unit	Project	Activity
		629.00		3008	11	100		30	00	9999			

- 1. Travel Authorization Details select to see the expense details
- 2. **Print** select this button to print a PDF copy of the authorization
- 3. Approval History provides the current status of where the authorization is in the approval workflow



Modify Travel Authorization

Navigation: Employee Self-Service Center>ESS Travel and Expenses >Travel Authorizations> Create/Modify

A travel authorization may be modified:

- Before the authorization has been submitted for approval. If the authorization has been saved (but not submitted).
- After the authorizations has been submitted, and then subsequently sent back by an approver. If the authorization is sent back, the approver is required to add a comment to provide further instructions on how to change the authorization.

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Create/Modify	Eind an Existing Value Add a New Value					
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Cancel	Find an Existing Value Add a New Value					
🥛 Cash Advances 🗸 🗸						

Select the **Find an Existing Authorization** tab and click the **Search** button to display modifiable authorizations.

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Sent Back For			Review funding				Actions GL Business Uni			~	GO	
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· ·	11/01/2021	1 Hospitality Costs	~ *		,	Empl Paid	~	300.00		+ -		
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	*Location	NE ADAMS	Q									
	Þ	Accounting Details 🕜		Αссοι	unt Details Li	nk						

A travel authorization that has been sent back by an approver, displays a red **Sent Back For Revision** message at the top of the authorization along with the approver's comments (click on the red hyperlink to review the comment).

If the travel authorization has never been submitted, the red text will not display and you can update the authorization (add or delete lines, change amounts, dates, locations, etc.) for submission.



Expense Report

Create Expense Report

Navigation: Employee Self-Service > ESS Travel and Expenses > Expense Reports > Create/Modify

When you create an expense report, you can start with a blank expense report or populate one with data from another source. To populate the expense report with an approved travel authorization, enter the date range and select **Search** to find the approved travel authorization. Select a travel authorization from the results and click the **Return** button to continue to the **Expense Report** page.

Employee Self Service			E	SS Travel and Expe	nses				ራ	Q	1	: 0
📕 Expense Reports	^	Expense Report										New Window
Create/Modify		Expense Report										
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Click Retur new Expens			Return									

Employee Self Service	ESS Travel and Expenses	ଜ ସ 🕼 ፤ Ø
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Amount "GL Unit Amount"	Code Rate Account OperUnit Fund Dept Program MP 0.00 USD 1.0000000 Q 9999 Q Q Q Q 99999 Q 999999	

Note: The Quick-fill link may be used to add multiple expenses.



- Accounting enter the accounting details for the expense type selected
- Details enter the line details expense type selected
- Attachments upload line level attachments
- (+/-) add/delete a row
- Save for Later- displays the Save Confirmation message and creates Expense Report ID for other actions
- Summary & Submit displays the Submit Confirmation message and begins the approval workflow

If there are any errors in the expense report, a red flag icon displays next to the expense(s) that contains errors. Confirm accounting detail information is correct, the location fields have valid options selected and required fields are completed.

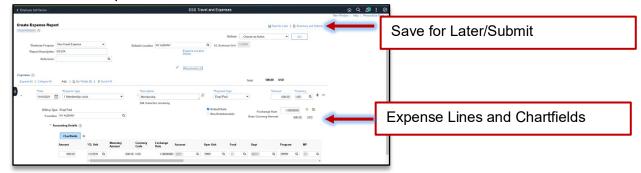
My Wallet (Link)

My Wallet stores credit card and user-entered expense transactions that you can apply to expense reports, thus saving data entry time. Use the **My Wallet** page to select unassigned credit card transactions to add to expense reports. Use the **VISA Transaction** link and change the Expense Type to the correct expenditure (e.g., PSC Parking Fees, PSC Per Diem Dinner, etc). **Note: Modifications to the wallet entry must be completed before adding the wallet entry to the Expense Report.**

Select the wallet transaction(s) and click the **Done** button to add the wallet entry to the Expense Report.

Perso	sonalize	e Page

My Wallet selected transactions are added as expense lines to the expense report. Complete the expense lines as needed. If you copied from a Travel Authorization, delete the duplicate line(s) and Save for Later or Submit the report.





Approve Expense Report

Navigation: Nav Bar > Navigator > Travel and Expenses > Approve Transactions > Approve Transactions

OR

Navigation: Nav Bar > Navigator > Manager Self-Service > Travel & Expense Center > Approvals > Approve Transactions

After using the above navigation, select the **Expense Report** tab and click the **Transaction ID** link to select a pending expense report.

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The expense report opens in **Expense Summary View** and most of the information can be reviewed on this page.



Overview							Approve Trans	actions		ି C		
Approve Expe	ense Report									Nove vehicuve	Personalize Page -	
			User Defa	iults				Expense	e Report Detai			
- General Info	rmation											
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B) Q									1-4 of 4 👻		- 1	
Expense Type	Date	PC Business Unit	Project	Activity	Reimburse Amt	Currency	Approve	Description			I	
PSC Taxi/Car Service	02/08/2020				124.89	USD			-	_		
PSC Per Diem Breakfast	02/08/2020				5.00	USD			-		Exper	nse Lines
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Expense Detail

Use the **Expense Detail View** to review accounting lines. Complete the approval by following the current CUNYfirst process.

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ove Expense Report - E	êxpense Details								B-E	(pense Repo	ort Summary			
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After reviewing the information and you are ready to approve the transaction, click the **Budget Options** button to access the **Commitment Control Details** window. Click the **Budget Check** button to run the budget.

Upon successfully running the budget (i.e., **Valid** status), click the **OK** button to return to the **Approve Expense Report** window and click the **Approve** button to continue the submission process.

Budget Status Budget Options	Budget Checking is required before the Expense Report can be Approved. Please cli Valid	ck on the Budget Options hyperlink.
Approve	Send Back	Save Changes