

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.
- Provide steps on how to navigate and customize CUNYfirst.

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PEOPLESOFT 9.2 & CUNYfirst: Travel & Expense

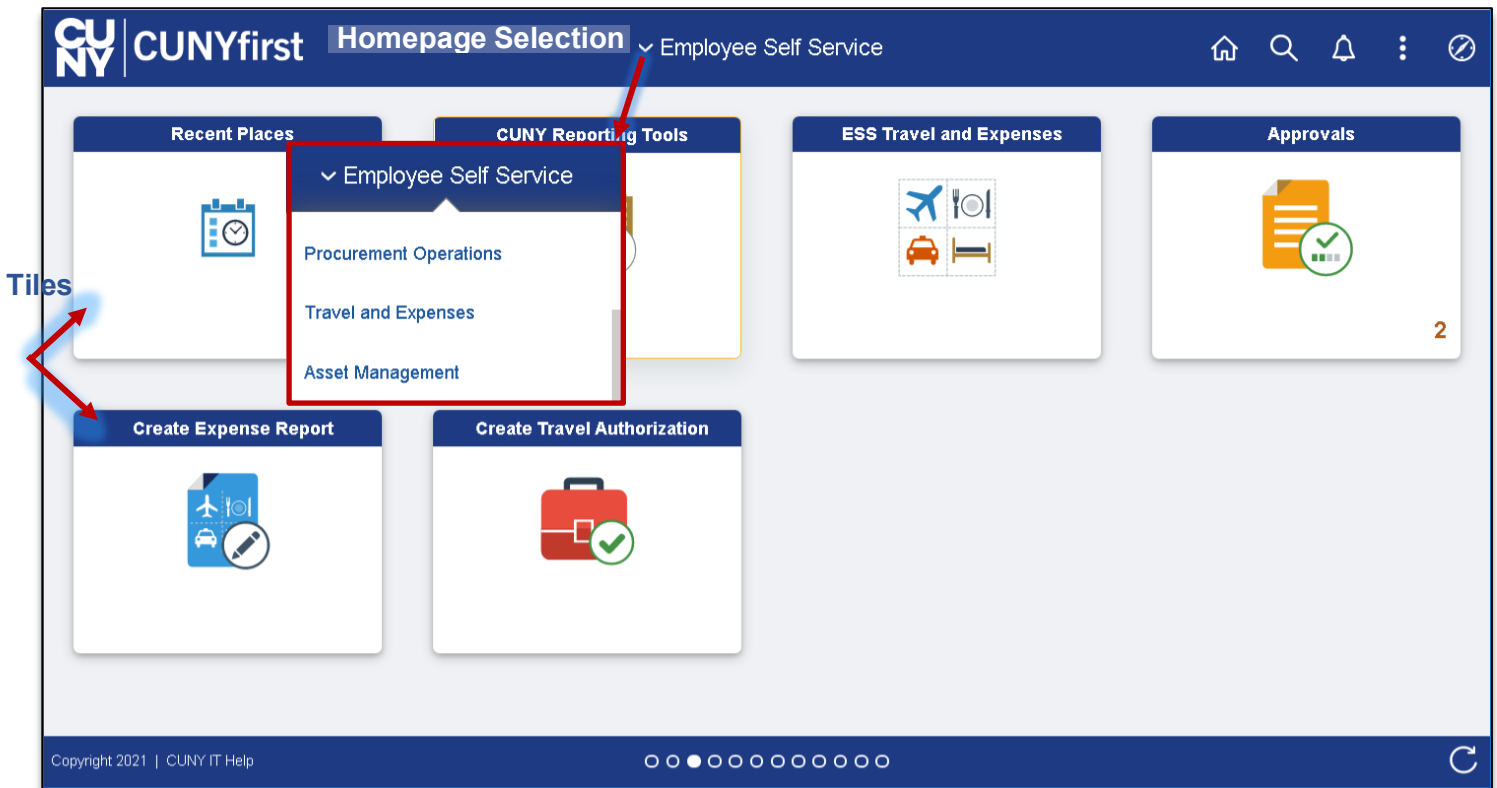
Travel Authorization

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.

The screenshot shows the 'Create Travel Authorization' form. Key elements include:

- Business Purpose:** Conference
- Description:** Training Conference
- Date From:** 12/09/2021
- Date To:** 12/11/2021
- Default Location:** NV LAS VEGAS
- Projected Expenses:** A table with columns for Date, Expense Type, Description, Payment Type, and Amount. One entry is visible: 12/09/2021, 1 Conference registration fees, Registration, Empl Paid, 150.00 USD.
- Location:** NV LAS VEGAS (auto-filled)

 Annotations include:

- A red box around the 'Summary and Submit' button.
- A red box around the 'Quick-Fill' link with an arrow pointing to it.
- A red box around the 'Add attachments and description on header level' text with an arrow pointing to the 'Attachments' field.
- A red box around the 'Auto-fills from Default Location' text with an arrow pointing to the 'Location' field.

Quick-Fill

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

The 'Quick-Fill' dialog box contains the following information:

- Date Range:** From 12/09/2021 To 12/11/2021
- Add Expense Types:**

One Day	All Days	Expense Type
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Non PSC Parking Fees
<input type="checkbox"/>	<input type="checkbox"/>	Non PSC Per Diem Breakfast
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Non PSC Per Diem Dinner
<input type="checkbox"/>	<input type="checkbox"/>	Non PSC Per Diem Local Blkfst
<input type="checkbox"/>	<input type="checkbox"/>	Non PSC Per Diem Local Dinner
<input type="checkbox"/>	<input type="checkbox"/>	Non PSC Per Diem Lunch (City)
<input type="checkbox"/>	<input type="checkbox"/>	Non PSC Per Diem Unrcpt Overnt
<input type="checkbox"/>	<input type="checkbox"/>	Non PSC Receipted Lodging
- Buttons:** 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.

The screenshot shows the 'Accounting Details' section of a system. It features a 'Chartfields' tab and a table with columns for Amount, *GL Unit, Account, Oper Unit, Fund, Dept, Program, MP, Special Initiatives, PC Bus Unit, and Project. Each column has a search icon and a text input field. The 'Amount' field contains '150.00'. The 'GL Unit' field contains 'LAG01', 'Account' contains '522', 'Oper Unit' contains '99', 'Fund' contains '10', 'Program' contains '99999', and 'Special Initiatives' contains '9999'.

- **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 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

The screenshot shows the 'Line Detail' form. It includes fields for Date (11/10/2021), Expense Type (1 Agent Fee), Amount, Currency (USD), Payment Type (dropdown menu), and Billing Type.

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.

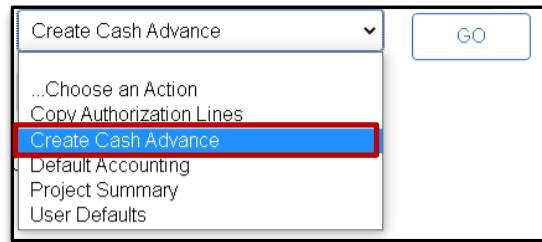
The screenshot shows the 'Create Travel Authorization' form in the ESS Travel and Expenses system. It includes fields for Business Purpose (Conference), Description (Training Conference), Date From (12/09/2021), Date To (12/11/2021), and Default Location. The form also shows a 'Totals' section with Projected Expenses (1 Line) of 150.00 USD and Denied Expenses of 0.00 USD. A red box highlights the 'Submit Travel Authorization' button and a red arrow points to the checkbox labeled 'By checking this box, I certify these costs are reasonable estimates and comply with expense policy.' A text box next to the arrow says: 'Click the checkbox and select the **Submit Travel Authorization** button to submit the TA.'

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.



The **Cash Advance** search page displays.

Create Cash Advance

*Business Purpose: Conference

*Advance Description: Training Conference

Reference: [Search]

User Defaults: [Search]

GL Business Unit: LAG01

Import ATM Advances

Notes **Add Notes**

*Source	Description	*Amount	Currency
Check	Fees	150.00	USD

Accounting Details

Totals: Advance Amount 0.00 USD

By checking this box, I certify the advances submitted are accurate and comply with expense policy. **Certify Cash Advance**

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 be 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

Add/Update Bank Account

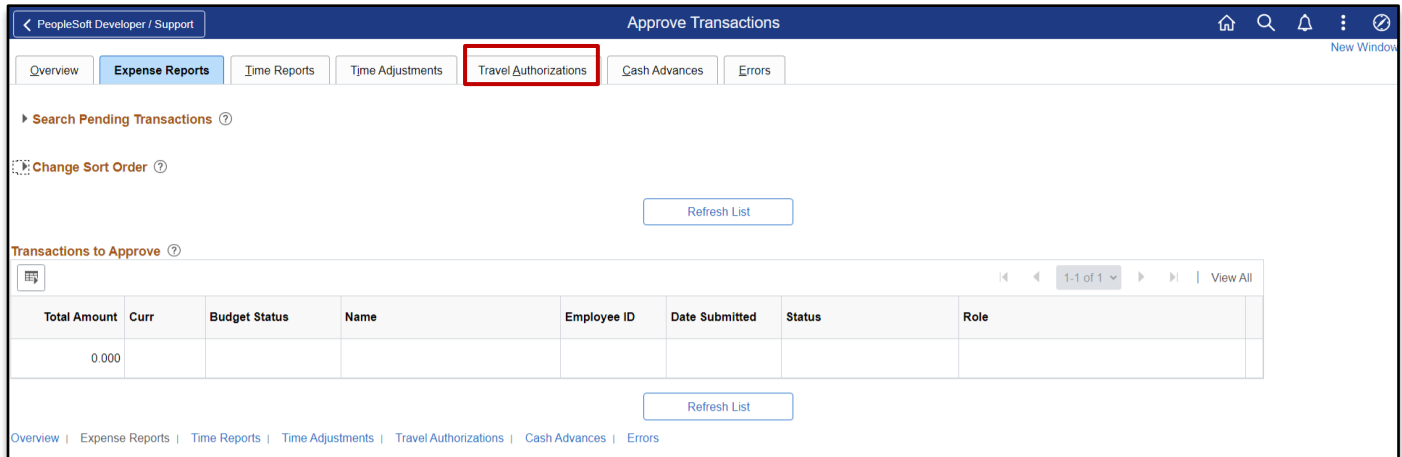
Enroll in ACH

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.



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.

Approve Travel Authorization

Travel Authorization Summary

Xoan User Defaults

General Information

Description	I	Authorization ID	0000004064
Business Purpose	User Conference	Reference	8875309
Status	Submitted for Approval	Updated on	03/26/2019 9:10:36AM
Date From	04/01/2019 To 04/05/2019	By	101007145

Accounting Defaults More Options

You can deny individual expenses and still approve or send back the overall report.

Details

Expense Type	Date	PC Business Unit	Project	Activity	Amount	Currency	Approve
Meal outside of WA Lunch	04/01/2019				18.00	USD	<input checked="" type="checkbox"/>

Totals

Total	18.00 USD
Less Non-Approved	0.00 USD
Total Authorized	18.00 USD

Pending Actions

Role	Name	Action	Date/Time
HR Supervisor	Paul		
Prepay Auditor	(Pooled)		

Action History

Role	Name	Action	Date/Time
Employee	Xoan	Submitted	03/26/2019 9:10:36AM

Comments

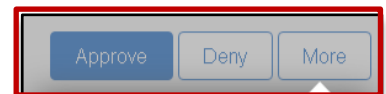
Budget Checking is required before the Travel Authorization can be Approved. Please click on the Budget Options hyperlink.

[Budget Options](#) Budget Status Not Budget Checked **Budget Check**

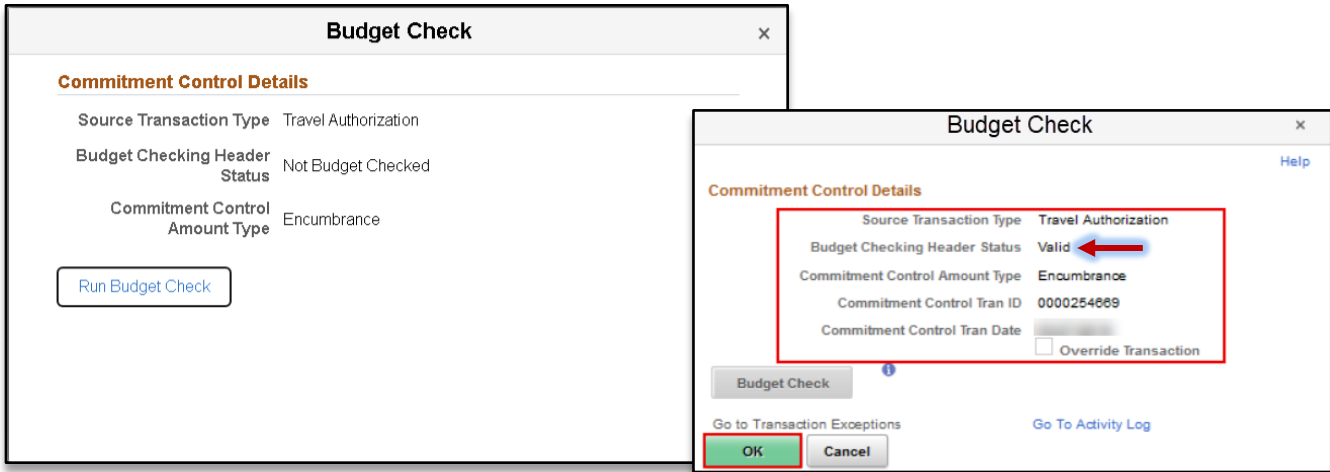
[Return to Approval List](#)

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.



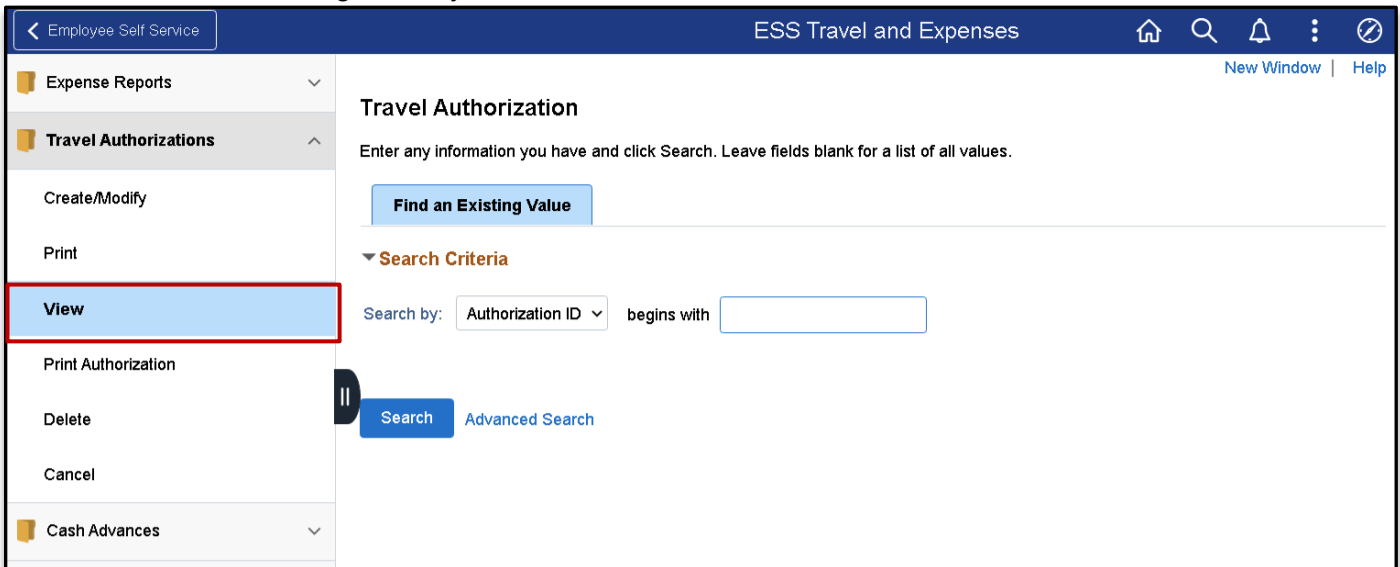
After reviewing the information and you are ready to approve the transaction, click the **Budget Options** button to access the **Commitment Control Details** window. Click the **Budget Check** button to run the budget.

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.



Employee Self Service | ESS Travel and Expenses

Travel Authorization

Business Purpose: Conference
 Description: 2020 NASFAA Conference
 Default Location: NV LAS VEGAS
 Date From: [] Date To: []
 Reference: []

Authorization ID: []
 Created: []
 Last Updated: []

Totals: Projected Expenses (11 Lines) 1,932.10 USD
 Denied Expenses 0.00 USD
 Total Authorized Amount 1,932.10 USD

By checking this box, I certify these costs are reasonable estimates and comply with expense policy.
 Submit Travel Authorization Submitted On []

Approval History

Submitted [] Supervisor []

Action	Role	Name	Date/Time
Submitted			01/14/2020 5:05:37PM
Approved	Supervisor		01/15/2020 11:30:30AM

Travel Authorization Details

Projected Expenses (11 Lines) 1,932.10 USD

*Date	*Expense Type	*Description	*Payment Type	*Amount	Currency
06/28/2020	1 Conference registration fees	conference registration	TCard	629.00	USD

Billing Type: TCard
 Location: NV LAS VEGAS

Accounting Details

Amount	GL Unit	Account	Oper Unit	Fund	Dept	Program	MP	Special Initiatives	PC Bus Unit	Project	Activity
629.00			3008	11			300	9999			

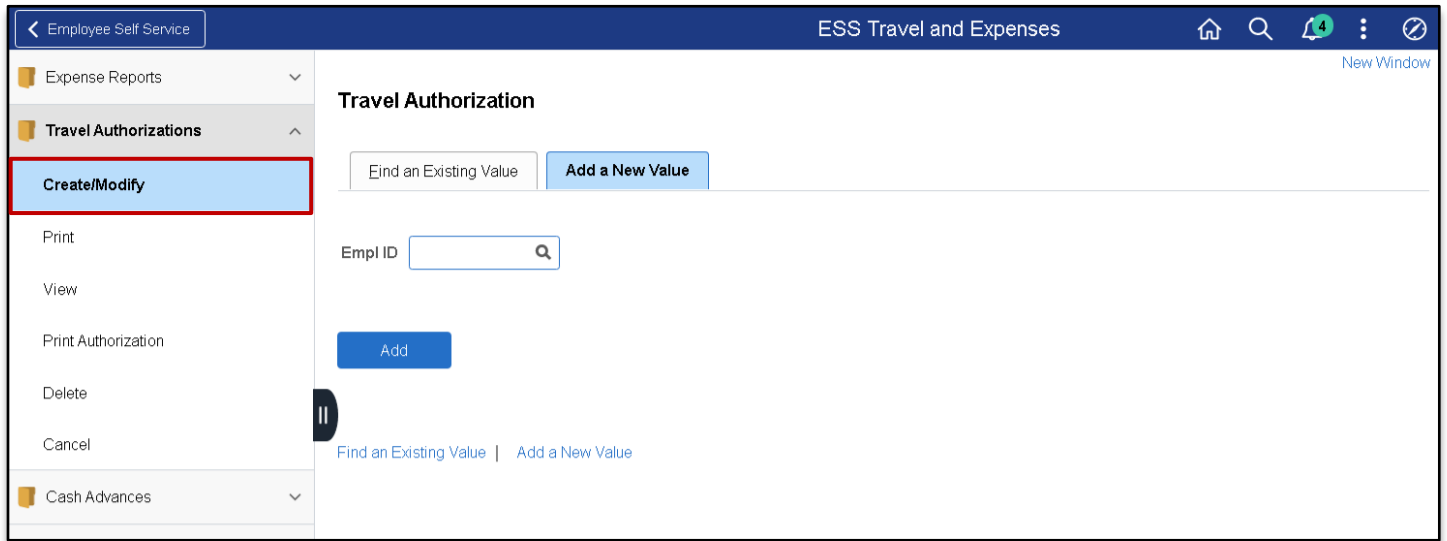
- Travel Authorization Details** – select to see the expense details
- Print** – select this button to print a PDF copy of the authorization
- Approval History** – provides the current status of where the authorization is in the approval workflow

Modify Travel Authorization

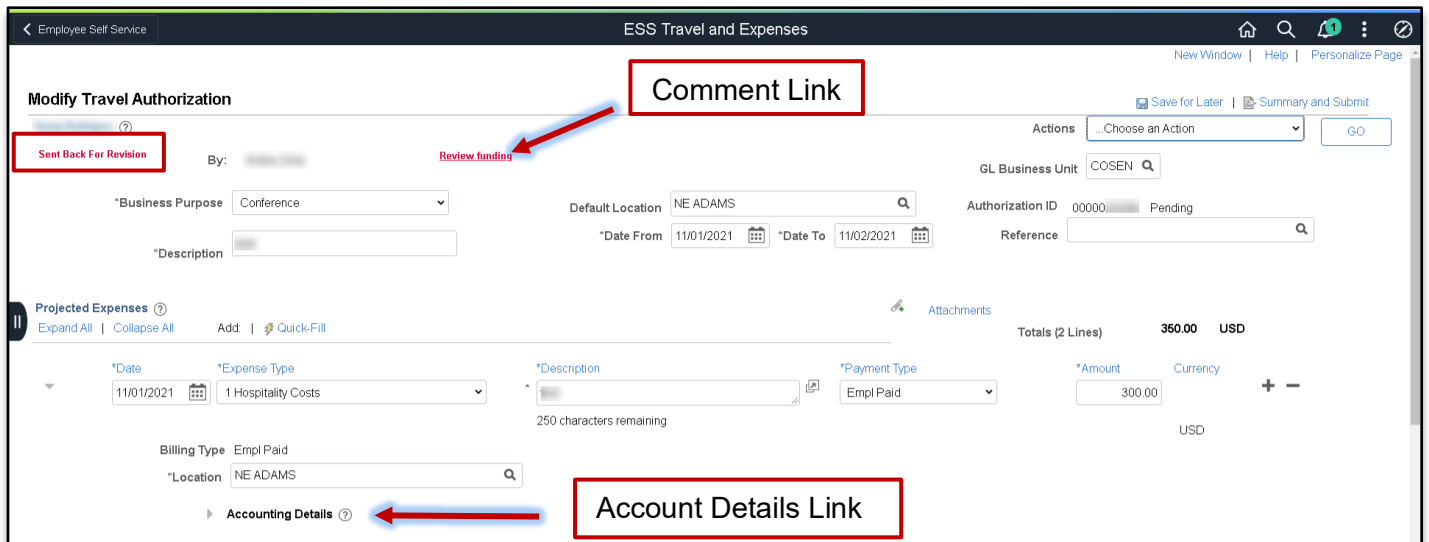
Navigation: **Employee Self-Service Center > ESS Travel and Expenses > Travel Authorizations > Create/Modify**

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 authorization 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.



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



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.

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.

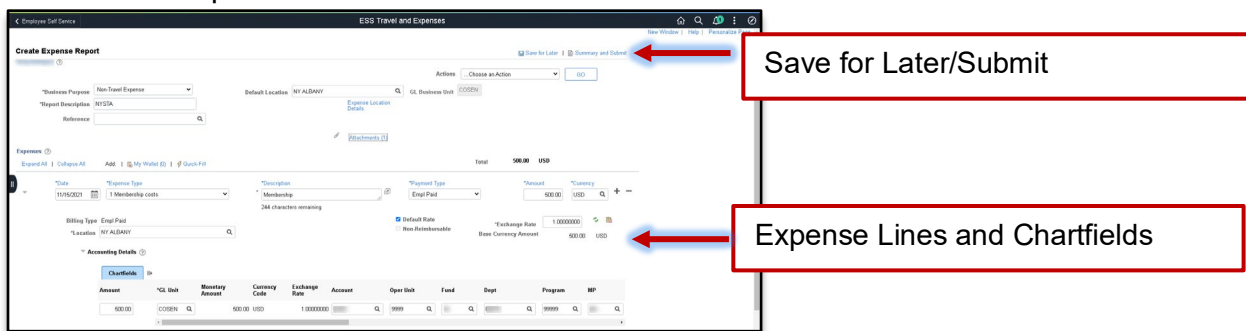
My Wallet (Link)

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.



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.

Employee Self Service | Approve Transactions

Overview | **Expense Reports** | Travel Authorizations | Cash Advances | Errors

Search Pending Transactions ⓘ

Change Sort Order ⓘ

Refresh List

Transactions to Approve ⓘ

Total Amount	Curr	Budget Status	Name	Employee ID	Description	GL Business Unit	Transaction ID	Date Submitted	Status	Role
623.06	USD	Budget Check	[Redacted]	[Redacted]	UFS Conference	HTR01	00000	11/22/2021	Submitted for Approval	Supervisor
131.89	USD	Budget Check	[Redacted]	[Redacted]	UFS Senate	HTR01	00000	11/22/2021	Approvals in Process	Supervisor

Refresh List

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

Approve Transactions

Approve Expense Report

User Defaults Expense Report Detail

General Information

Report Description	UFS Senate	Report ID	0000	GL Business Unit	HTR01
Business Purpose	Conference	Reference		Employee Base	
Report Status		Budget Date	11/22/2021	Created On	11/22/2021
Accounting Date	11/22/2021	Updated on		By	
Accounting Template				By	

Accounting Defaults More Options Choose an Action GO

You can deny individual expenses and still approve or send back the overall report.

Expense Line Items

Expense Type	Date	PC Business Unit	Project	Activity	Reimburse Amt	Currency	Approve	Description
PSC Taxi/Car Service	02/08/2020				124.89	USD	<input checked="" type="checkbox"/>	
PSC Per Diem Breakfast	02/08/2020				5.00	USD	<input type="checkbox"/>	
PSC Per Diem Breakfast	02/08/2020				1.00	USD	<input type="checkbox"/>	
PSC Per Diem Breakfast	02/10/2020				1.00	USD	<input type="checkbox"/>	

Expense Report Totals

Employee Expenses (4 Lines)	131.89 USD	Due Employee	0.00 USD
Non-Reimbursable Expenses	0.00 USD	Due Supplier	124.89 USD
Prepaid Expenses	7.00 USD	Definition of Totals	
Employee Credits	0.00 USD		
Supplier Credits	0.00 USD		
Cash Advances Applied	0.00 USD		

Pending Actions

Role	Name	Action	Date/Time
Supervisor			
Department Approver 2			
Prepay Auditor	(Pooled)		

Action History

Role	Name	Action	Date/Time
Employee		Submitted	11/22/2021 2:08:08PM

Comments

Expense Detail Lines

Expense Lines

Approval Workflow

Expense Detail

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

*Date	*Expense Type	*Description	*Payment Type	*Amount	*Currency
02/08/2020	PSC Taxi/Car Service	Taxi	TCard	124.89	USD
02/08/2020	PSC Per Diem Breakfast	Breakfast	Non-reimbursable	5.00	USD

Approval

Commitment Control Details

Source Transaction Type: Expense Sheet
 Budget Checking Header Status: Not Budget Checked
 Commitment Control Amount Type: Encumbrance
 Commitment Control Tran ID: 000661
 Commitment Control Tran Date: 11/22/2021
 Override Transaction

Budget Check (highlighted)

Go To Transaction Exceptions | Go To Activity Log

Commitment Control Details

Source Transaction Type: Expense Sheet
 Budget Checking Header Status: **Valid** (highlighted)
 Commitment Control Amount Type: Encumbrance
 Commitment Control Tran ID: 000661
 Commitment Control Tran Date: 11/22/2021
 Override Transaction

Budget Check (highlighted)

Go To Transaction Exceptions | Go To Activity Log

OK (highlighted)

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 Valid

Budget Checking is required before the Expense Report can be Approved. Please click on the Budget Options hyperlink.

[Budget Options](#)

Approve (highlighted) | [Send Back](#) | [Save Changes](#)