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.

Note: CUNYfirst System Requirements

The PeopleSoft 9.2 upgrade introduces new cookies for your web browser that can affect how CUNYfirst is displayed in terms of fonts, colors or page layout.

Clearing your web browser's **cuny.edu** site cookies and restarting the web browser before logging into CUNYfirst fixes these display issues. See the following web pages for instructions on clearing the cuny.edu cookies from your web browser:

- Clear cookies and site data in Firefox – follow the instructions to “Clear cookies for any website”
- Delete cookies in Microsoft Edge – follow the instructions to “Delete cookies from a specific site”
- Clear, enable and manage cookies in Chrome – follow the instructions to “Delete cookies from a site”
- Manage cookies and website data in Safari on Mac – follow the instructions to “Remove stored cookies and data.”

Firefox is the recommended browser for CUNYfirst

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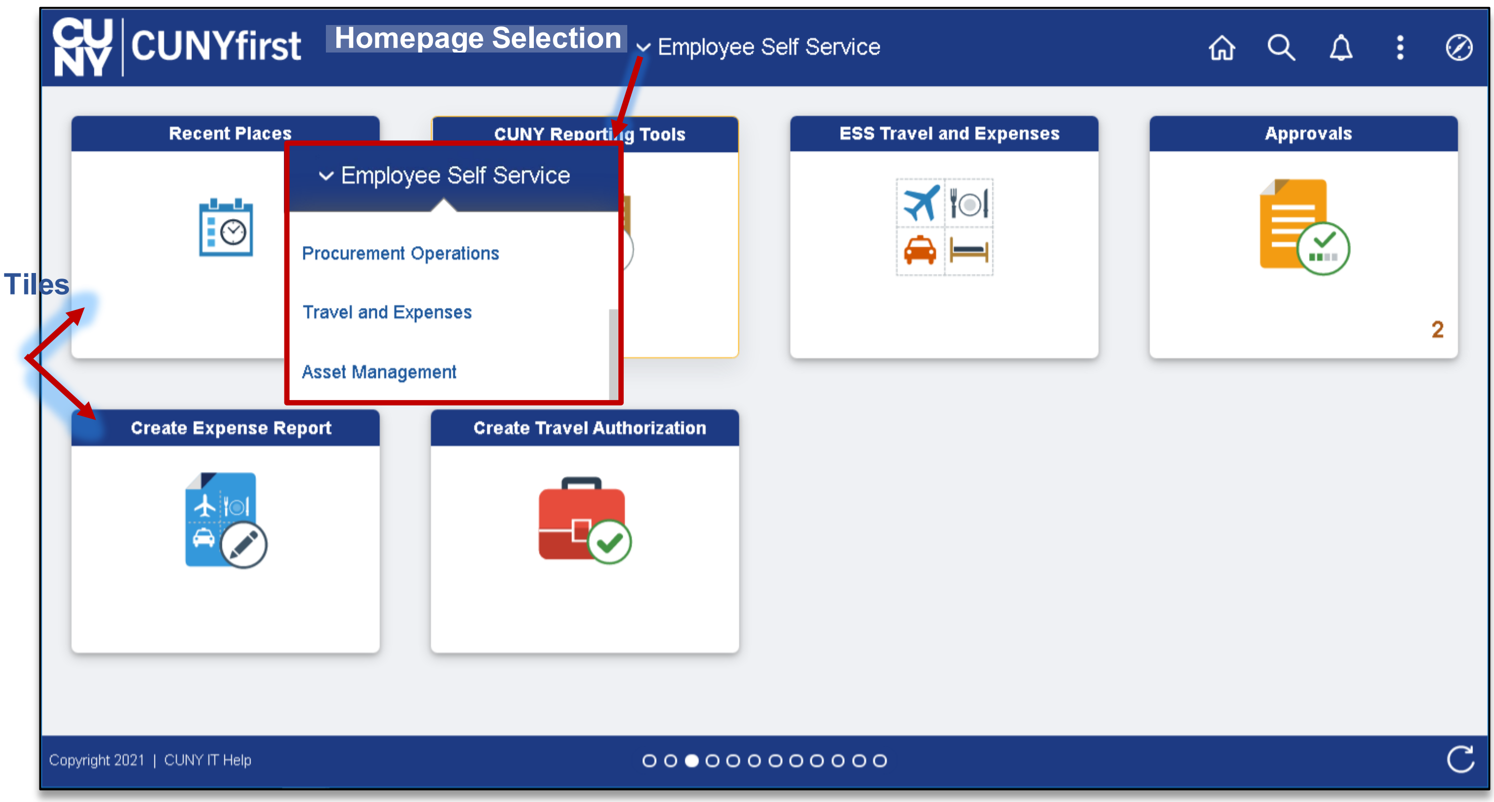
Travel Authorization

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.



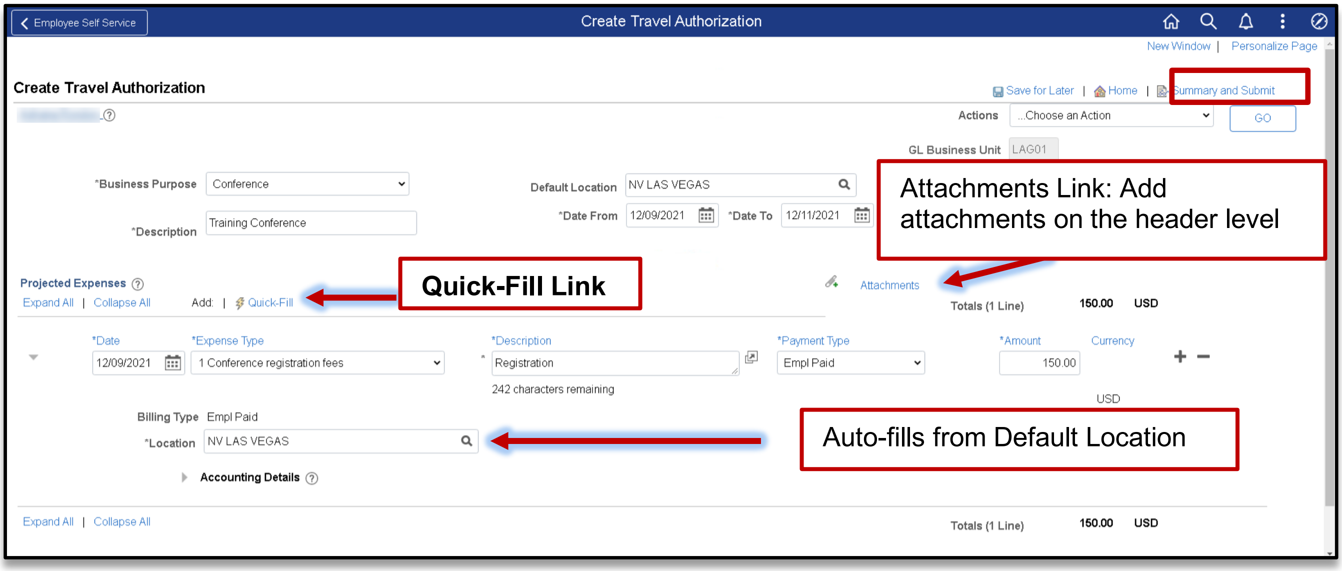
The upgraded CUNYfirst provides access to a fluid and classic navigation interface. The fluid navigation. provides a different look and feel but contains the elements CUNYfirst. The classic navigation provides a similar navigation and page style to your current CUNYfirst system.

Note: Please follow the suggested transaction navigation.

Create Travel Authorization

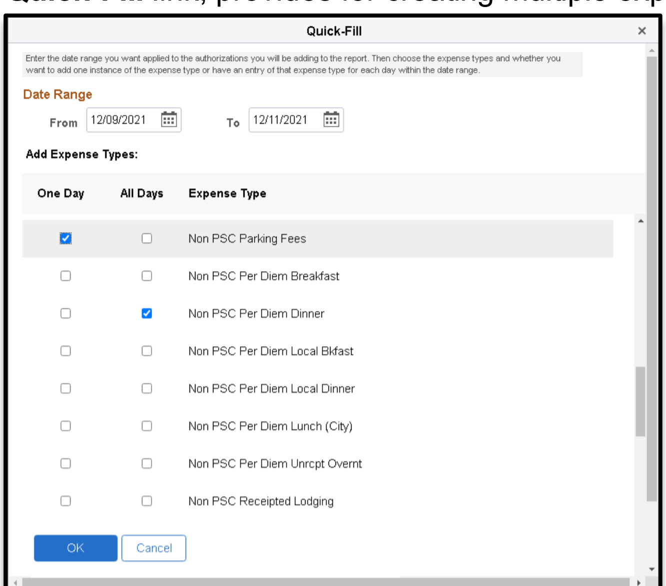
Navigation: **Employee Self-Service** > **ESS Travel and Expenses** > **Travel Authorization** > **Create/Modify**

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.



Quick-Fill

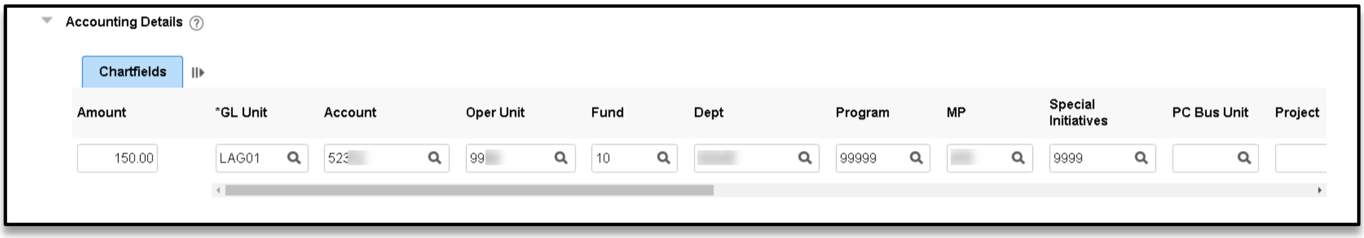
The **Quick-Fill** link, provides for creating multiple expense line at one time.

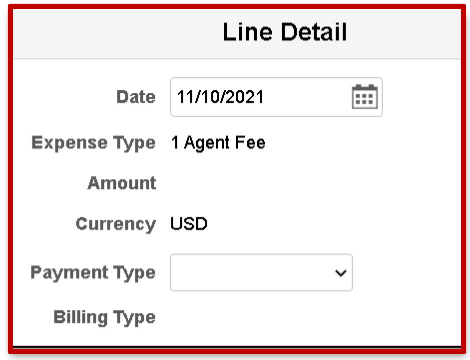


1. Enter the date range.
2. Select the **One Day** checkbox for an Expense Type occurring once. Select the **All Days** check box for Expense Types occurring multiple times.
3. Click **OK** to add lines to the Travel Authorization

Accounting Details

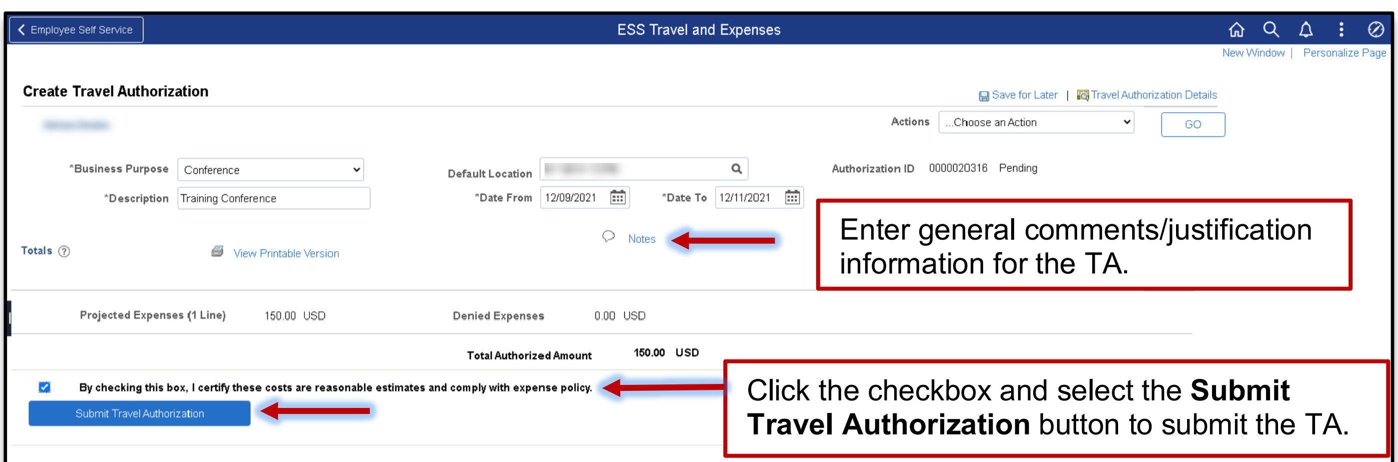
Enter or update the Chartfield information.





- **Accounting** - enter the accounting details for the expense type selected
- **Details** – enter the line details expense type selected
- **Attachments** – upload line level attachments. **Note:** The attachment file name must **not** contain special characters (specifically, ; _<> @ / * $ % & ? + : ^ + = | () {} ' "" # ~ <> , !).
- **(+/-)** – 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. **Note:** The **Certify Expenses** page provides for entering required general comments/justification information for the transaction.

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.

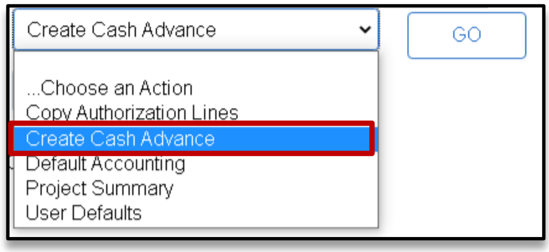


Note: After you submit the travel authorization, you cannot modify it unless an approver returns it to you.

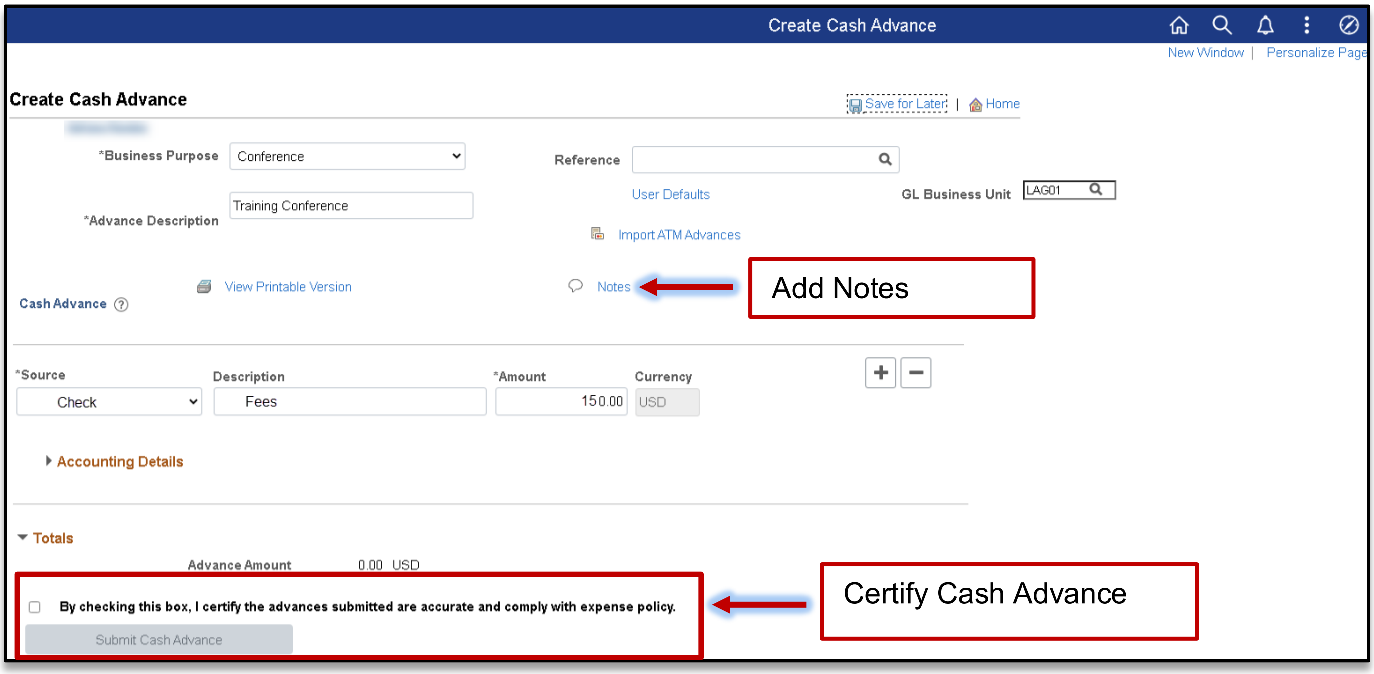
Create Cash Advance (Only for NTL)

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.



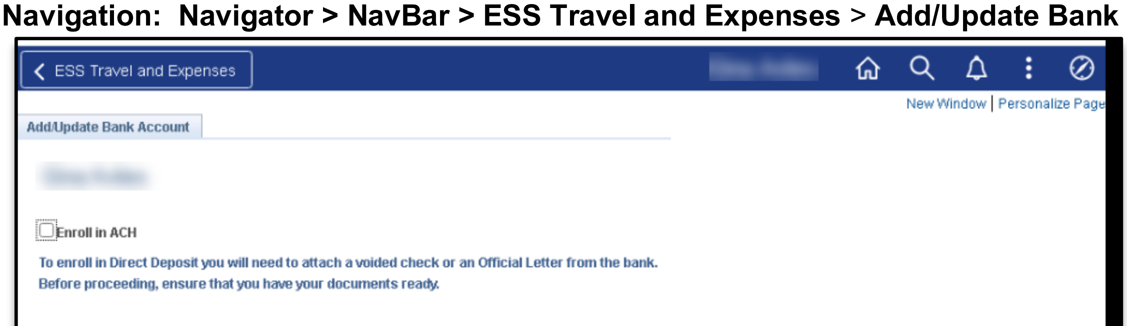
The **Cash Advance** search page displays.



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

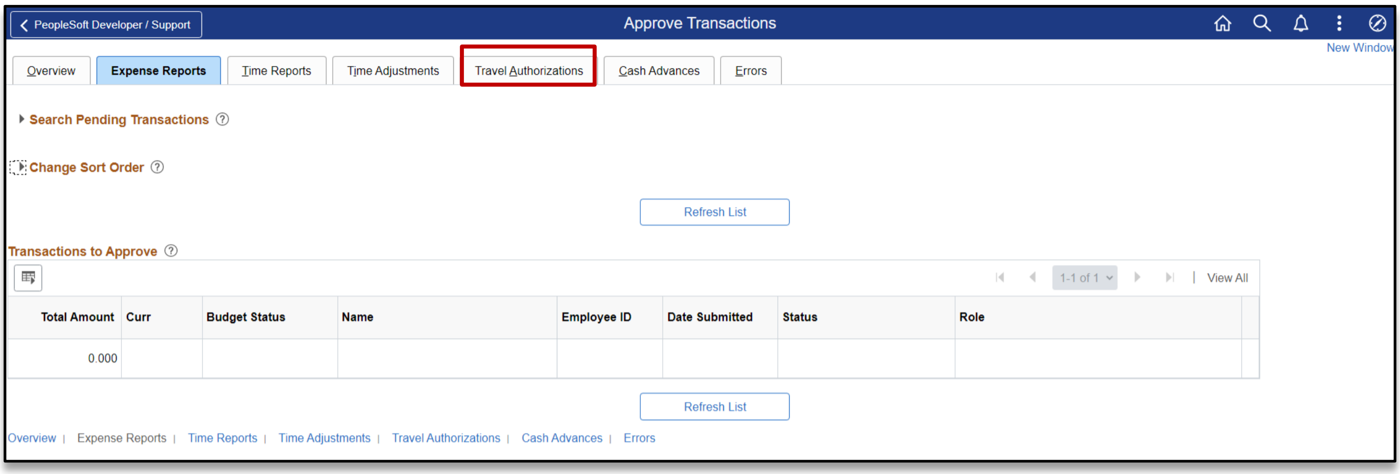
Navigation: Navigator > NavBar > ESS Travel and Expenses > **Add/Update Bank Account**



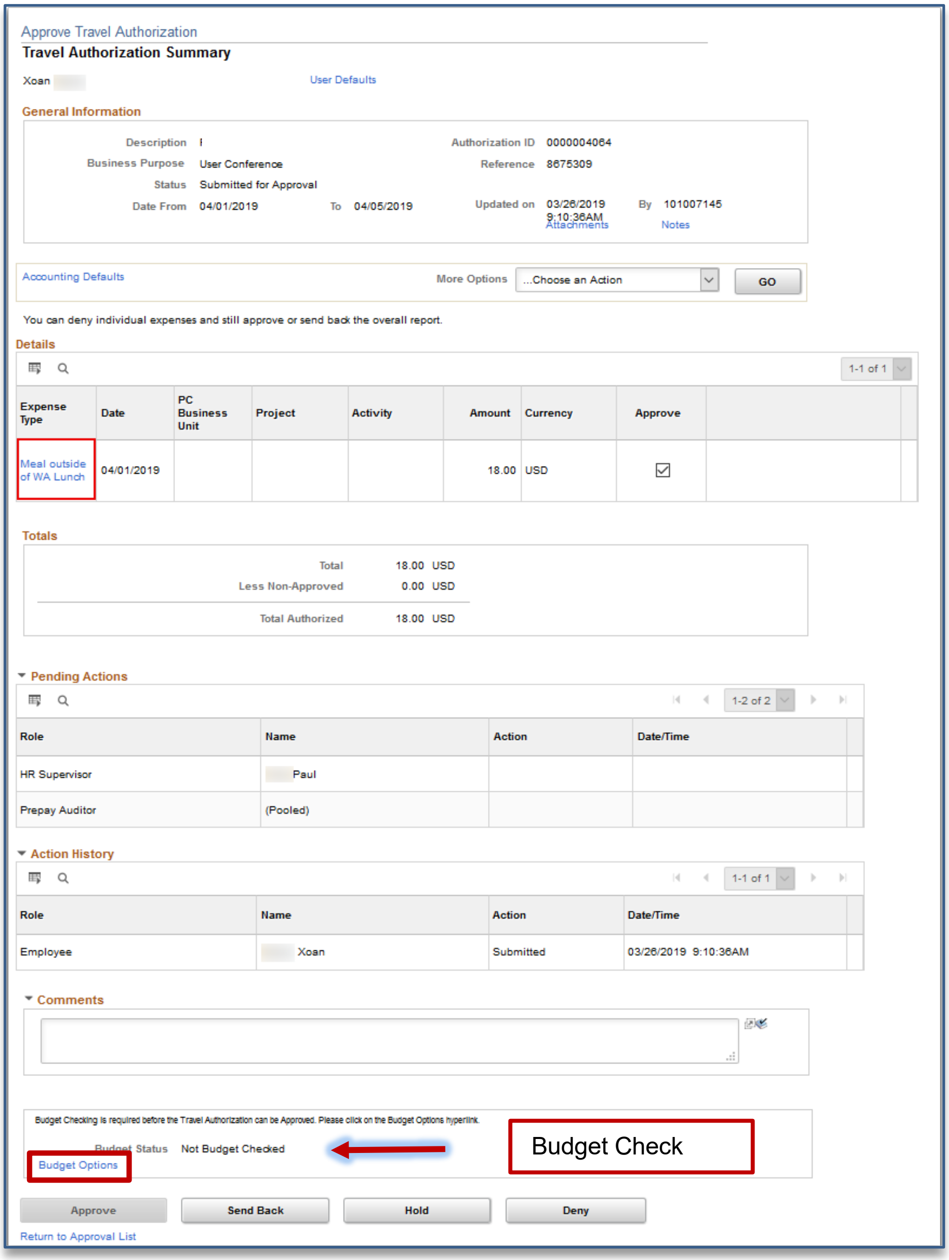
Approve Travel Authorization

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

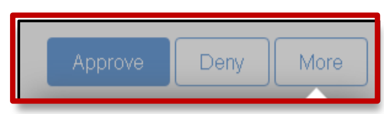
Opening the travel authorization provides access to expense type and the details related to the expense. Clicking on the expense type displays the detail screen for that expense. By selecting the expense type, the approver can review the details of each individual expense and change the information, 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.

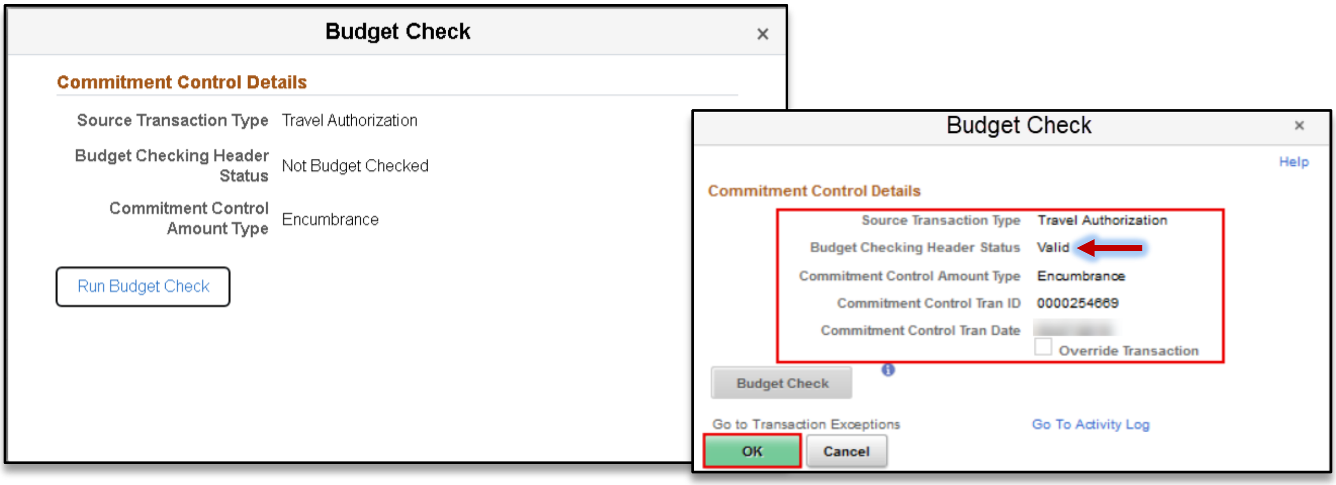


The approver reviews the travel authorization and selects the appropriate action:



- **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.



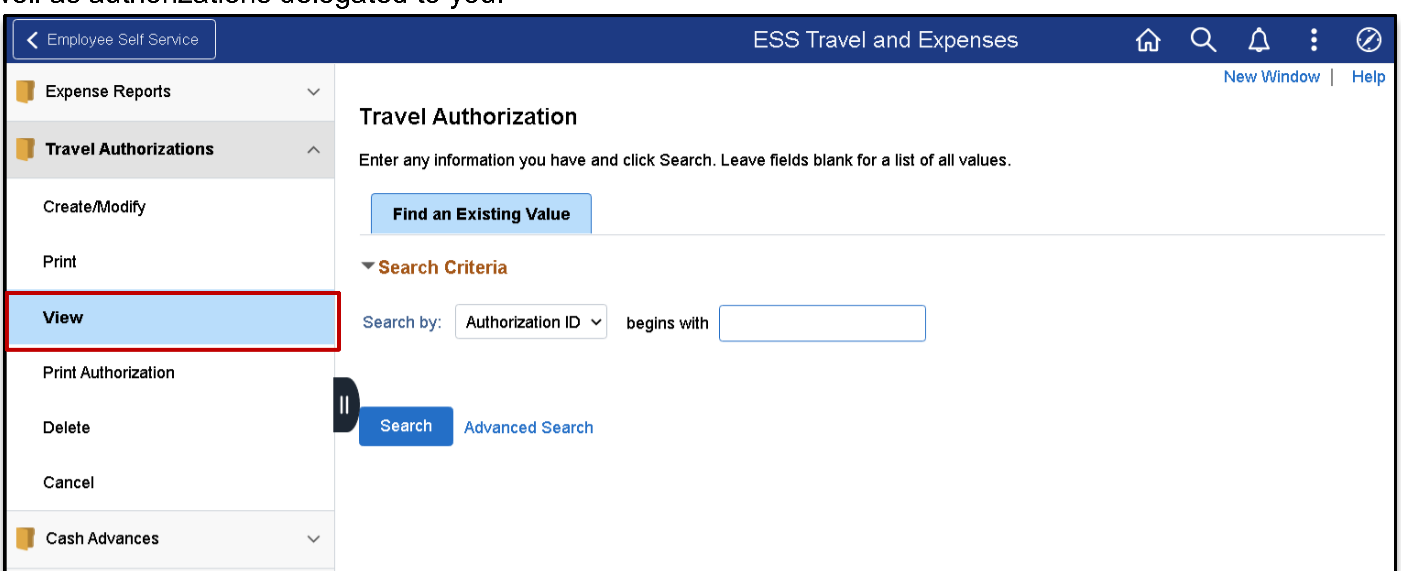
After reviewing the information and you are ready to approve the transaction, click the **Budget Options** button to access the **Commitment Control Details** window. Click the **Budget Check** button to run the budget.

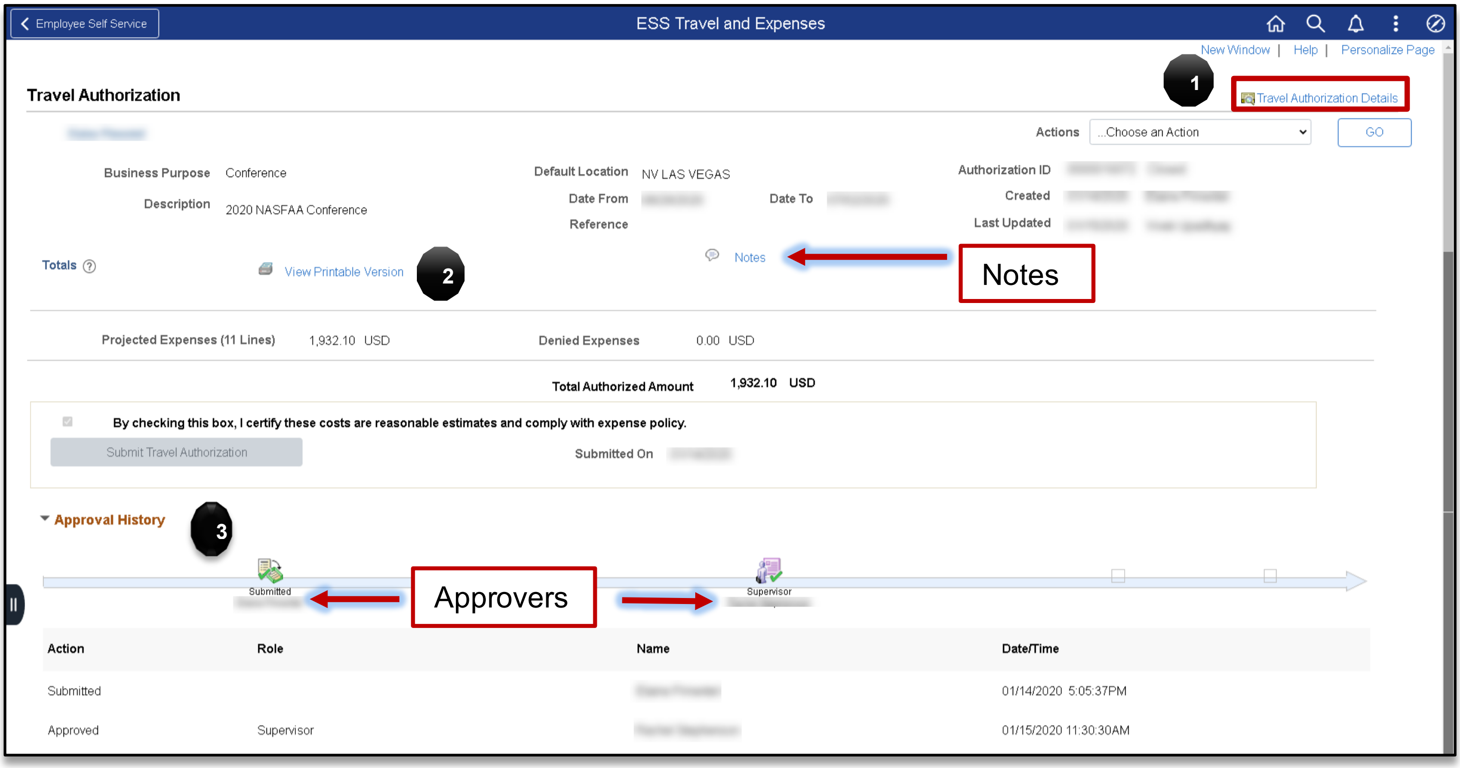
Upon successfully running the budget (i.e., Valid status), click the **OK** button to continue to return to the Travel Authorization window and click the **Approve** button to continue the submission process.

View Travel Authorization

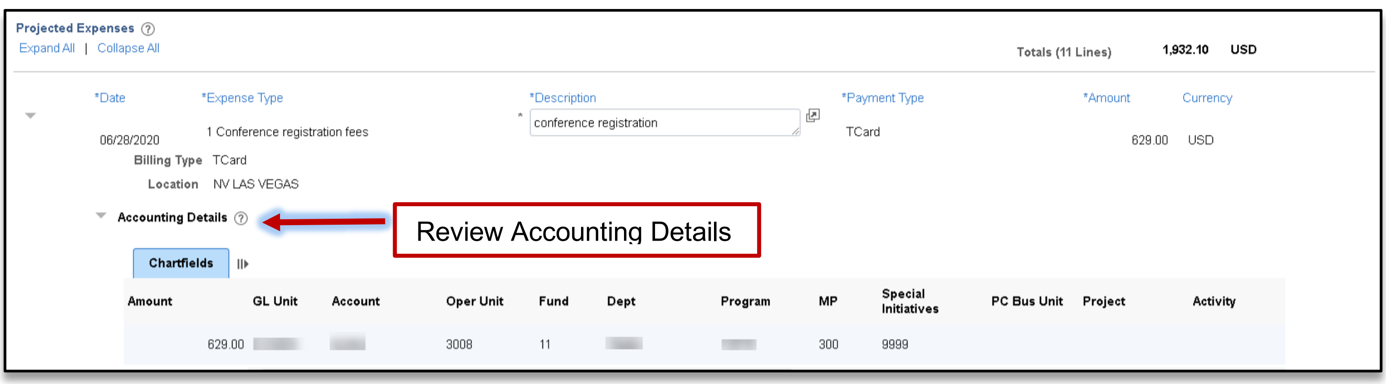
Navigation **NavBar> Navigator > Employee Self-Service > Travel and Expenses Center > Travel Authorizations > View**

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





Travel Authorization Details



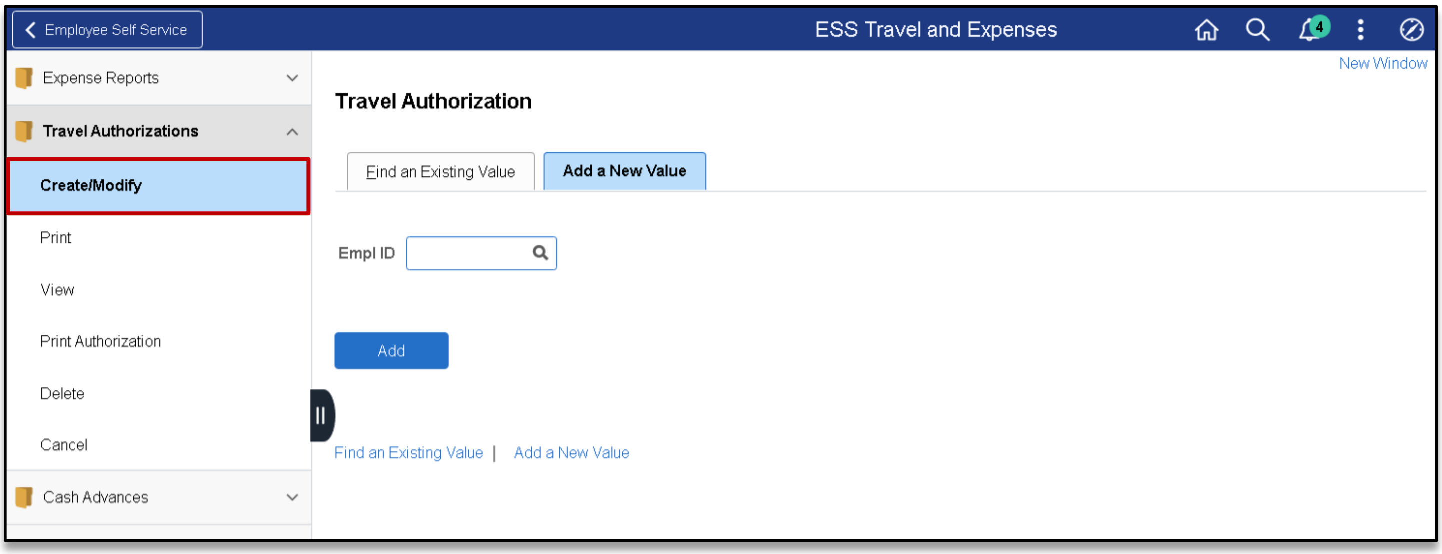
1. **Travel Authorization Details** – select to see the expense details
2. **Print** – select this button to print a PDF copy of the authorization
3. **Approval History** – provides the current status of where the authorization is in the approval workflow

Modify Travel Authorization

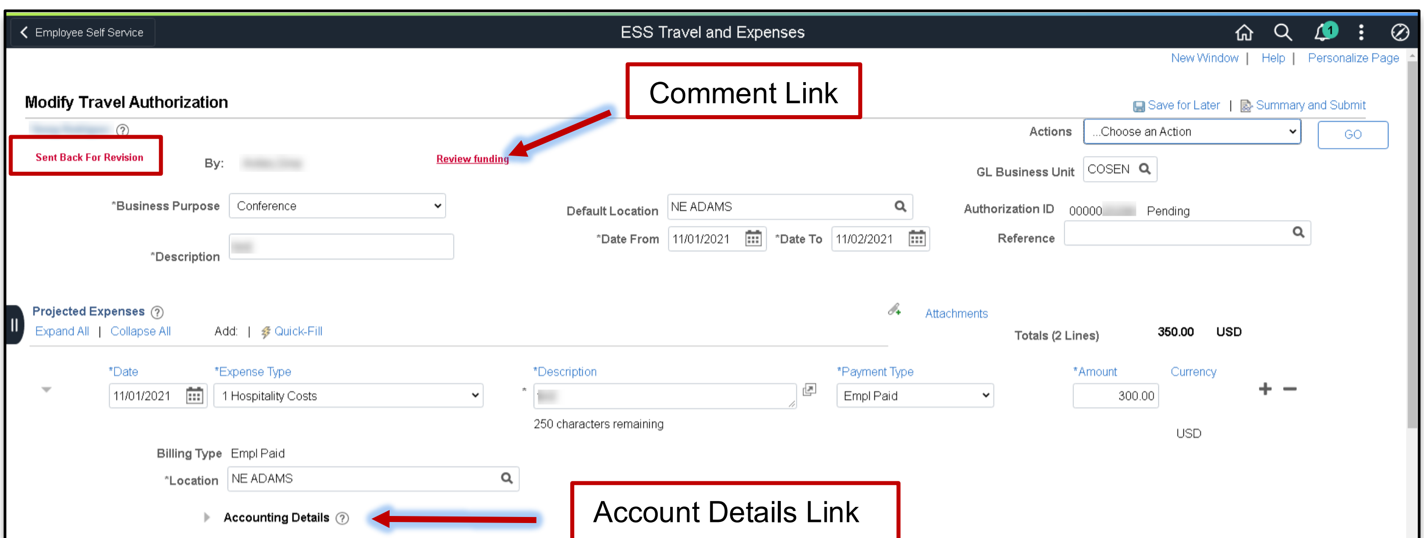
Navigation: **Employee Self-Service Center**>**ESS Travel and Expenses** >**Travel Authorizations**> **Create/Modify**

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.



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).

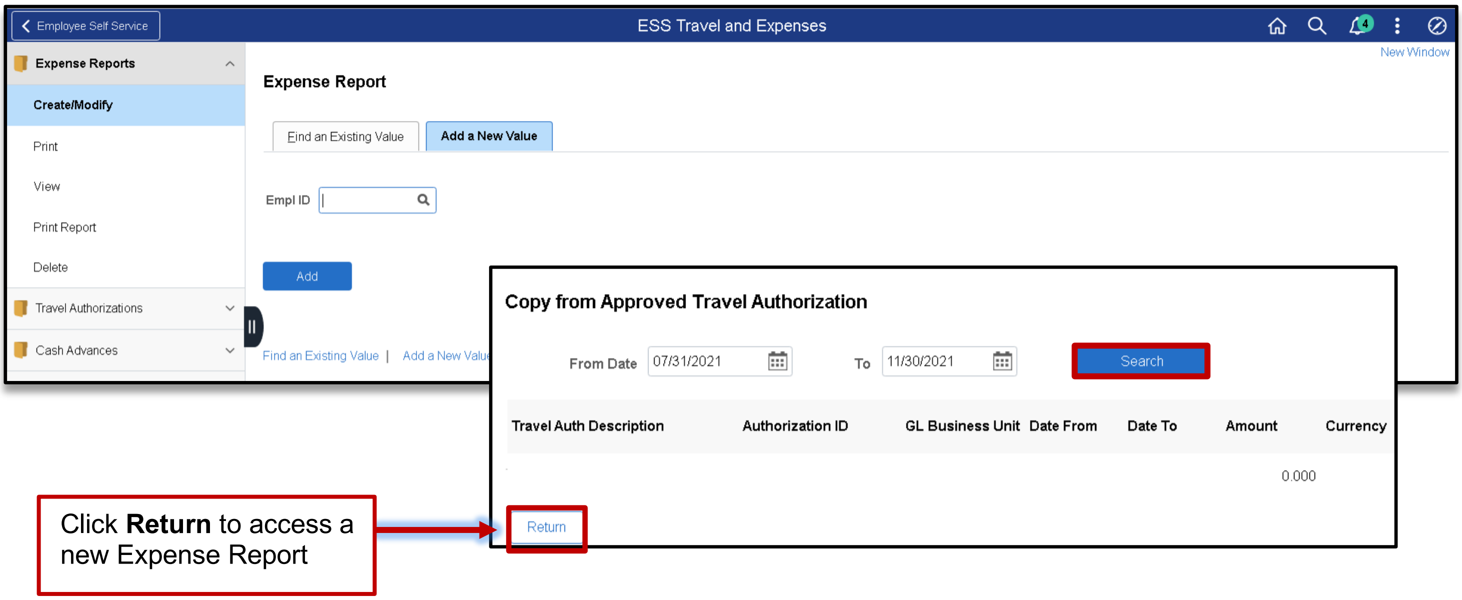
If the travel authorization has never been submitted, the red text will not display and you can update the authorization (add or delete lines, change amounts, dates, locations, etc.) for submission.

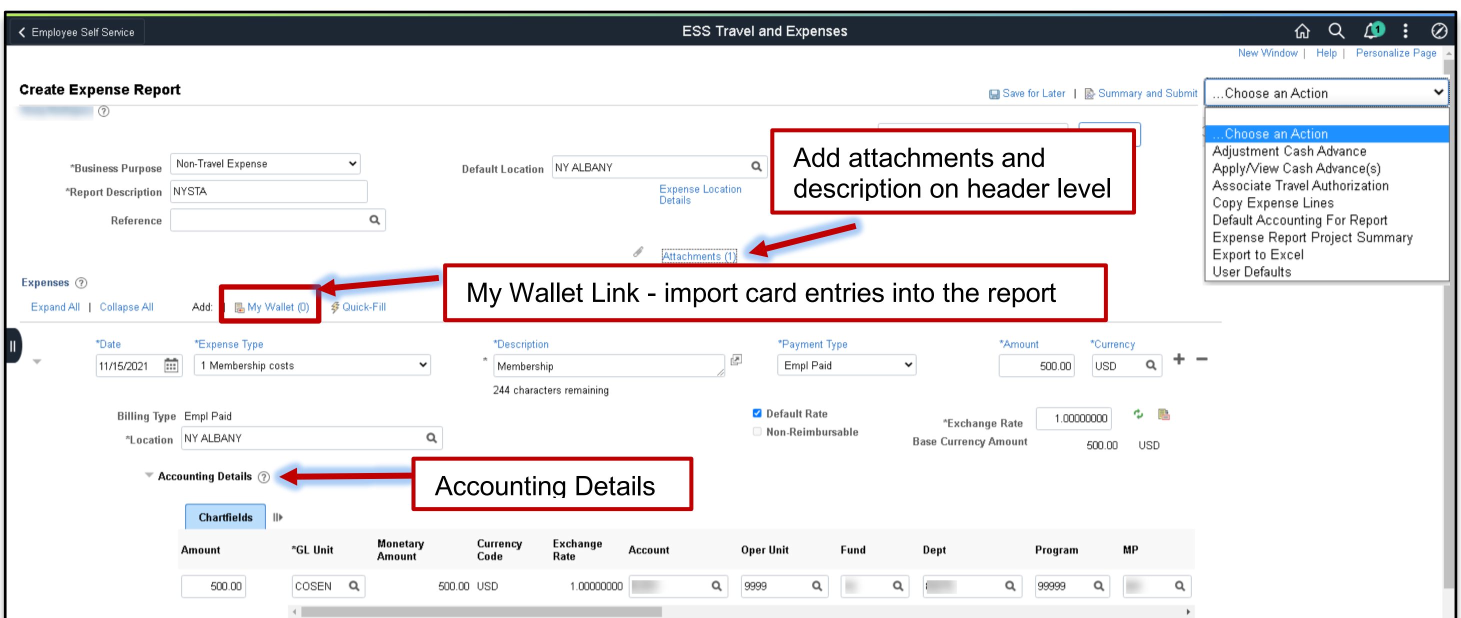
Expense Report

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.

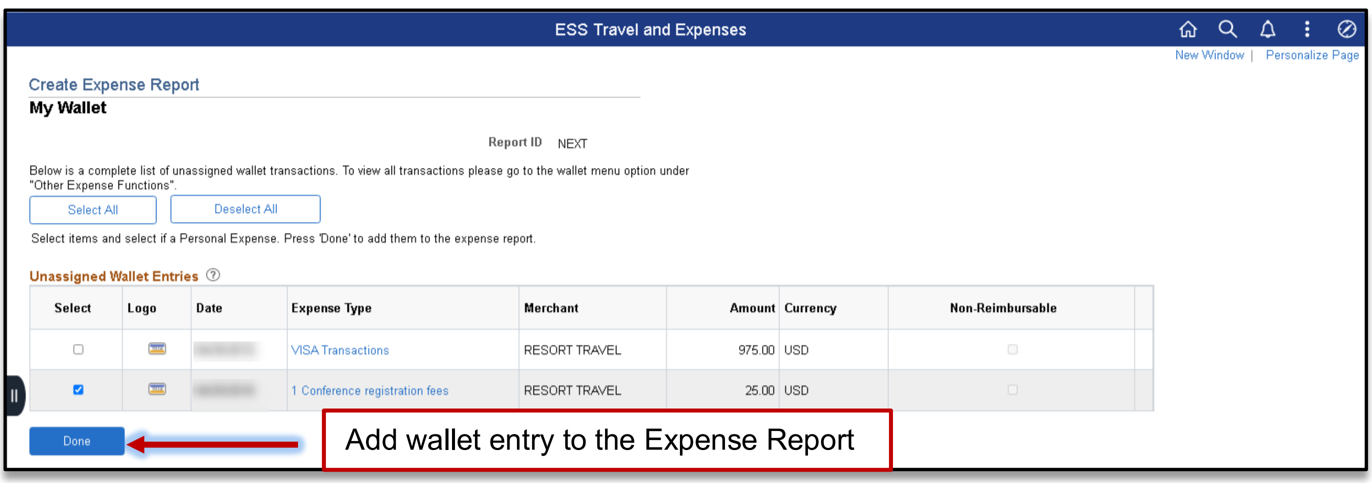
- **Accounting** - enter the accounting details for the expense type selected
- **Details** – enter the line details expense type selected
- **Attachments** – upload line level attachments. **Note:** The attachment file name must **not** contain special characters (specifically, ; _<> @ / * $ % & ? + : ^ + = | () {} ' "" # ~ <> , !).
- **(+/-**) – 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.

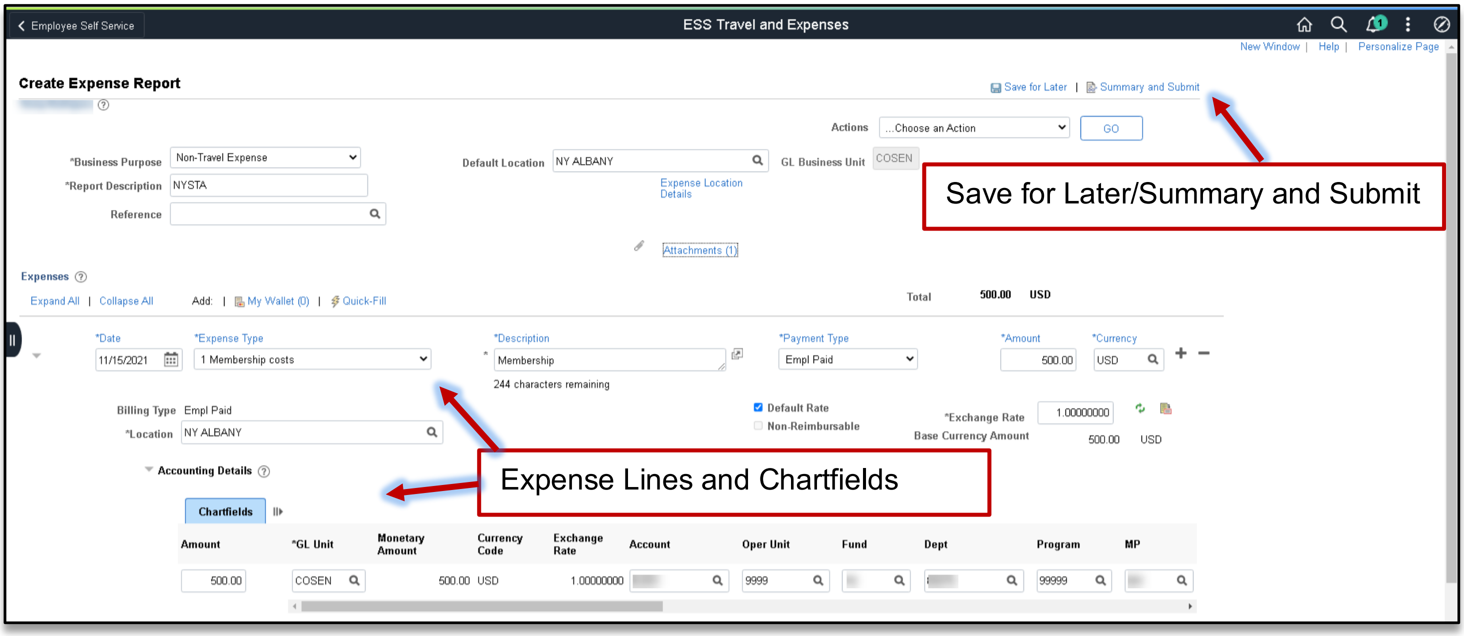
My Wallet (Link)

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.

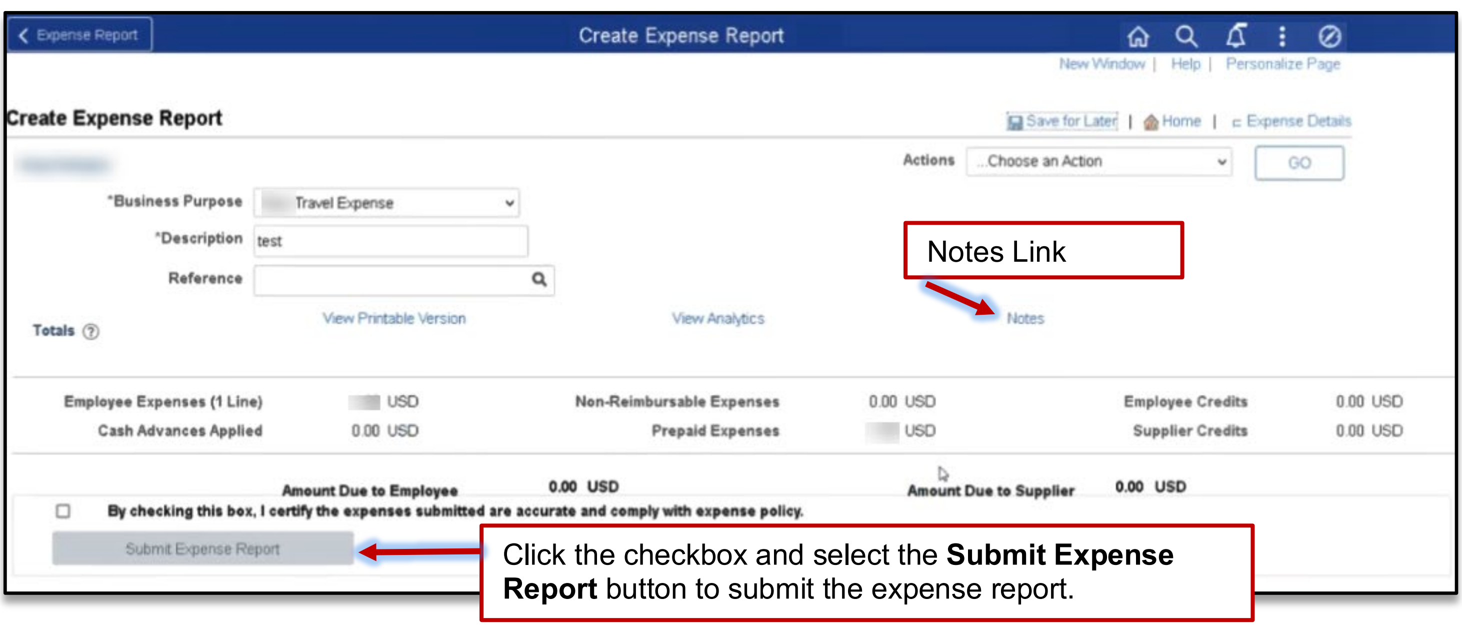


My Wallet selected transactions are added as expense lines to the expense report. Complete the expense lines as needed. If you copied from a Travel Authorization, delete the duplicate line(s) and click the **Save for Later** or **Summary and Submit** link to continue the approval process.



The **Certify Expenses** page provides for reviewing and confirming the information for the transaction. Additionally, the **Notes** field is located on this page and provides for entering required general comments/justification information for the transaction.

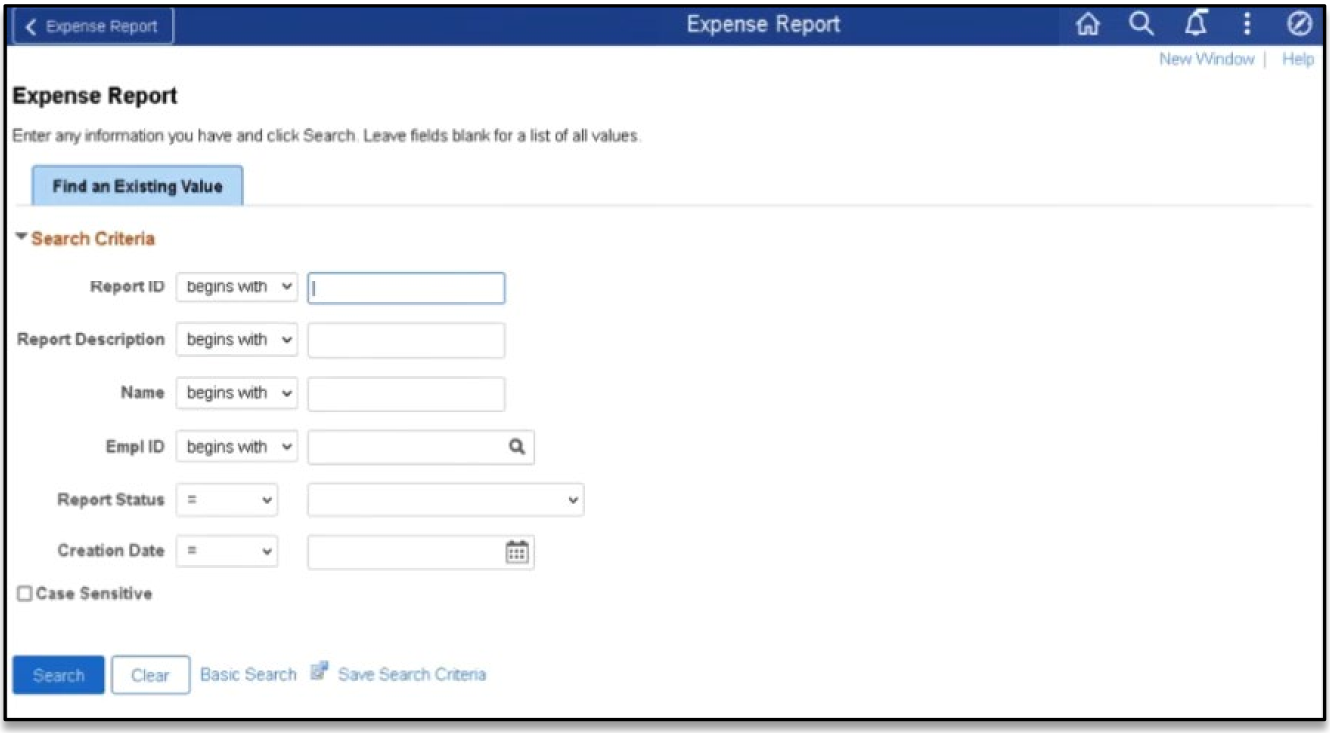
Enter the comment information and review the transaction to submit for approval.



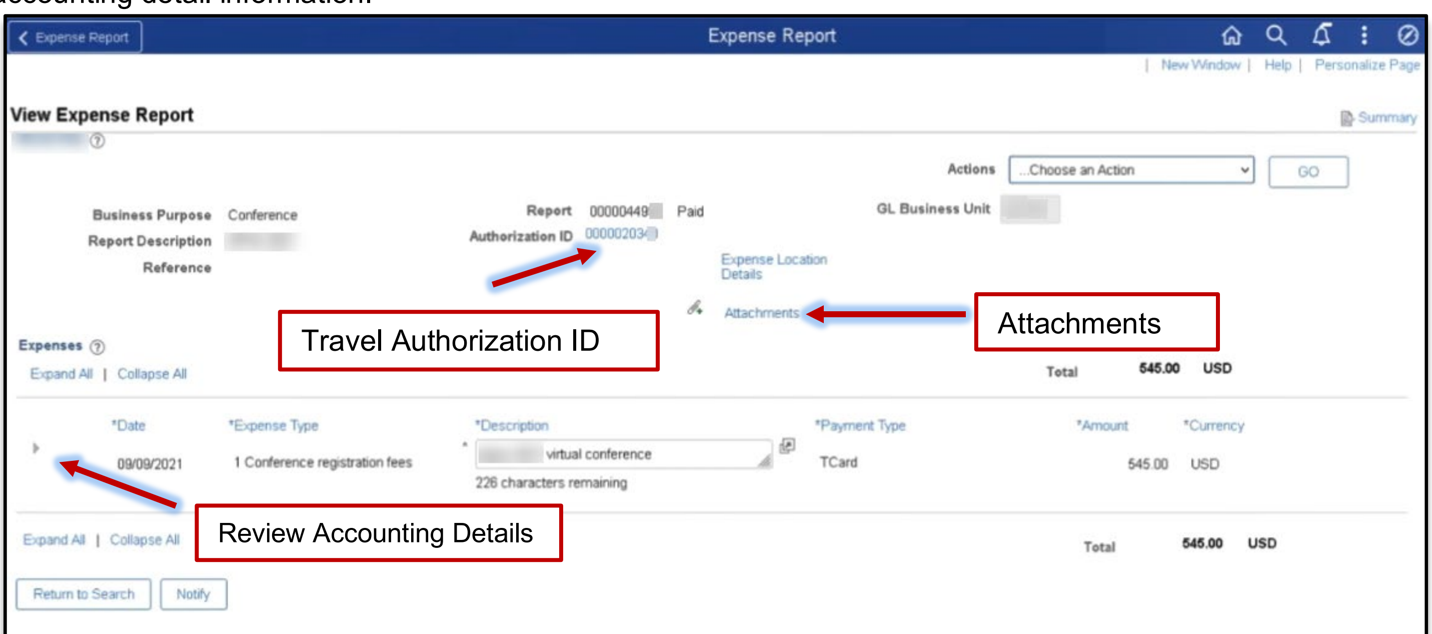
View Expense Report

Navigation **NavBar> Navigator > Employee Self-Service > Travel and Expenses Center > Expense Report > View**

Enter the search criteria and click the **Search** button. Select the applicable Expense Report from the results.



Review the details of the expense report. The report contains the Travel Autorozition ID, attachments and accounting detail information.

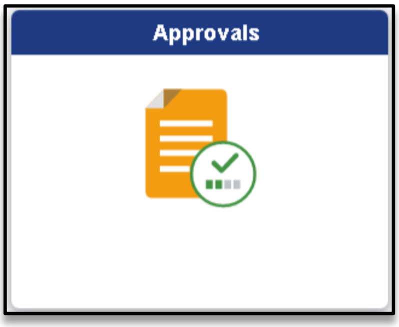


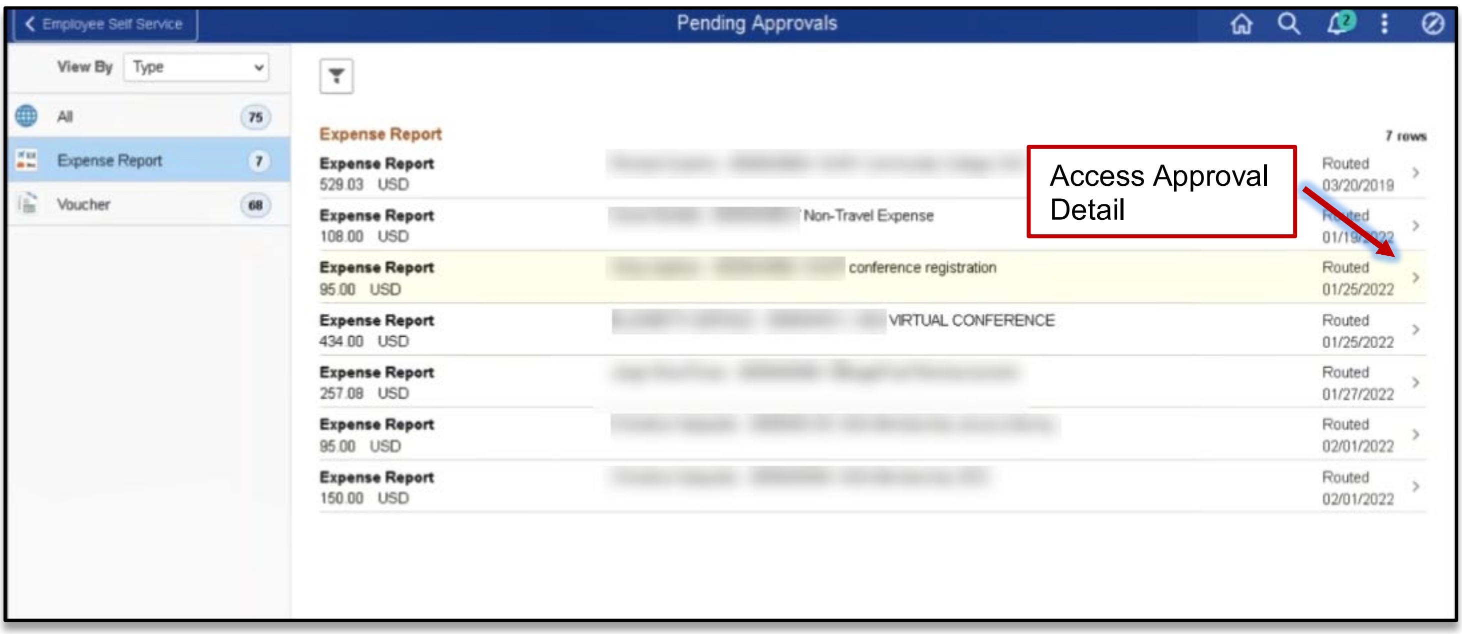
Note: The file name for all attachments should not contain special characters (e.g., &, $, #, etc.).

Approvals

Navigation: **Recruiting Homepage** > **Approvals Tile**

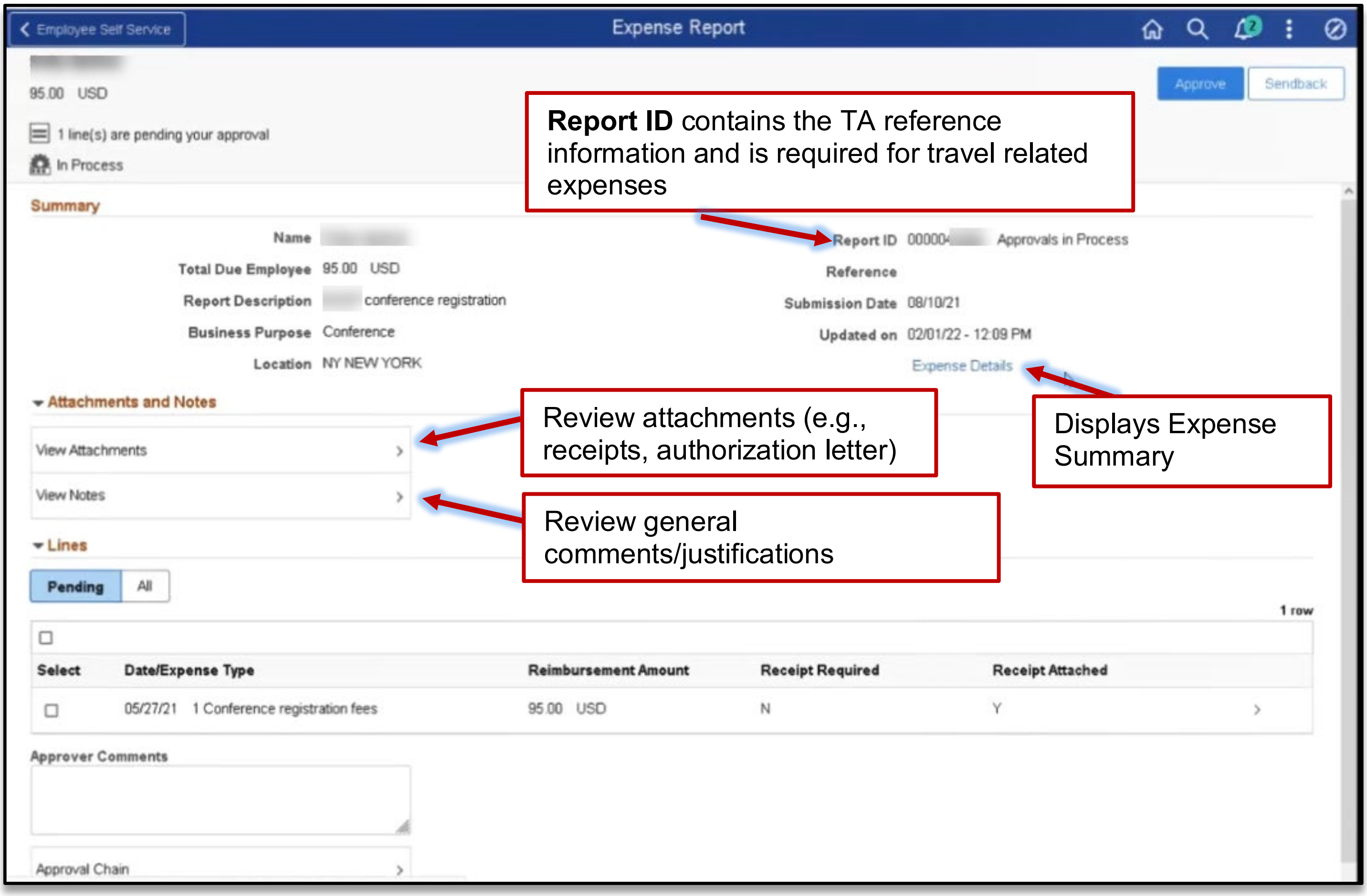
The **Pending Approvals** page provides for acting on all pending approvals and those related to travel and expense activities (e.g., travel authorizations, expense reports, etc.)using fluid approvals.



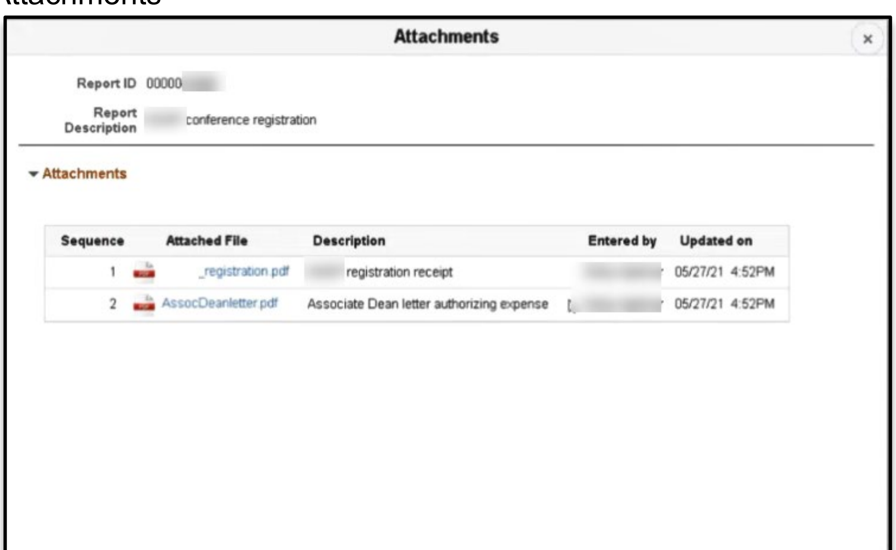


Expense Report

Prior to approving the expense report, approvers must complete a thorough review of the transaction details. Approvers may access attachments, comment information and the travel authorization (e.g., Report ID 0000001234) for travel related expenses.



Attachments

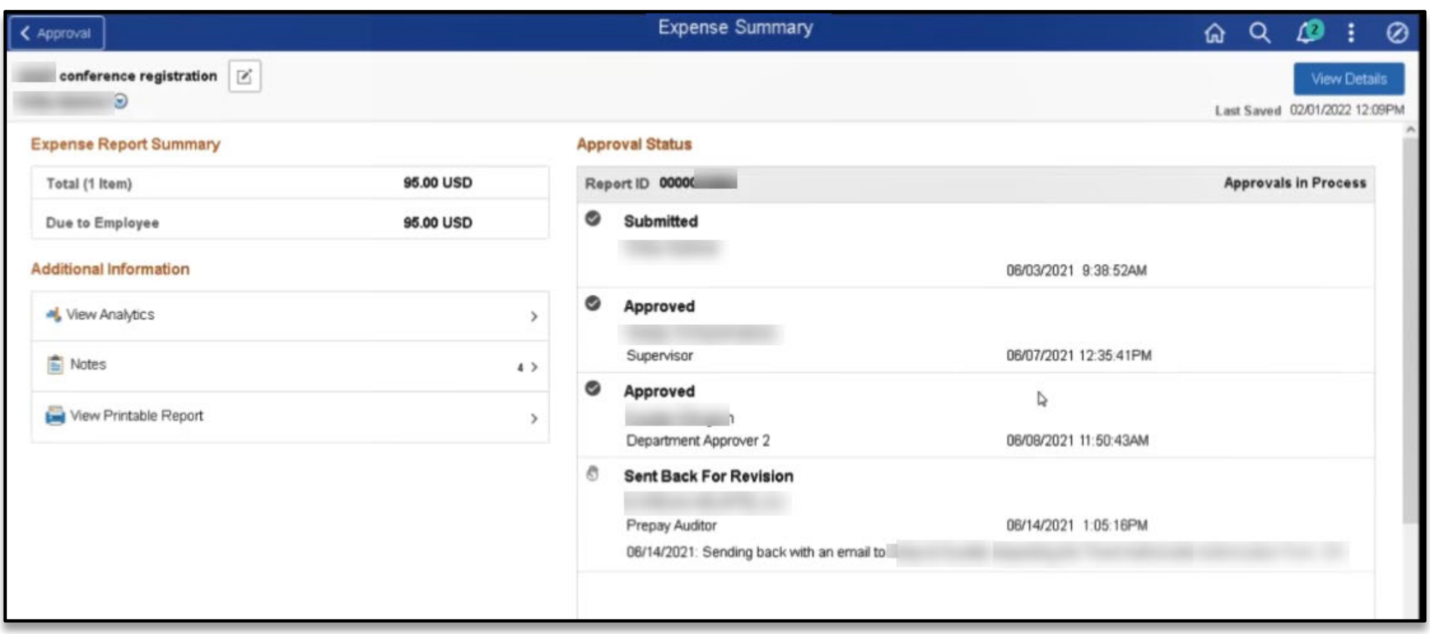


Notes

The **Notes** field provides for entering required general comments/justification information for the transaction.

Expense Summary

Click on the Expense Detail link displays the expense summary.



Note: A Travel Authorization is required for travel related expenses. To review the TA for a travel related expense report use the **View Expense Report** component page (Navigation: **Nav Bar** > **Navigator** > **Travel and Expense Center > Expenses > View).**

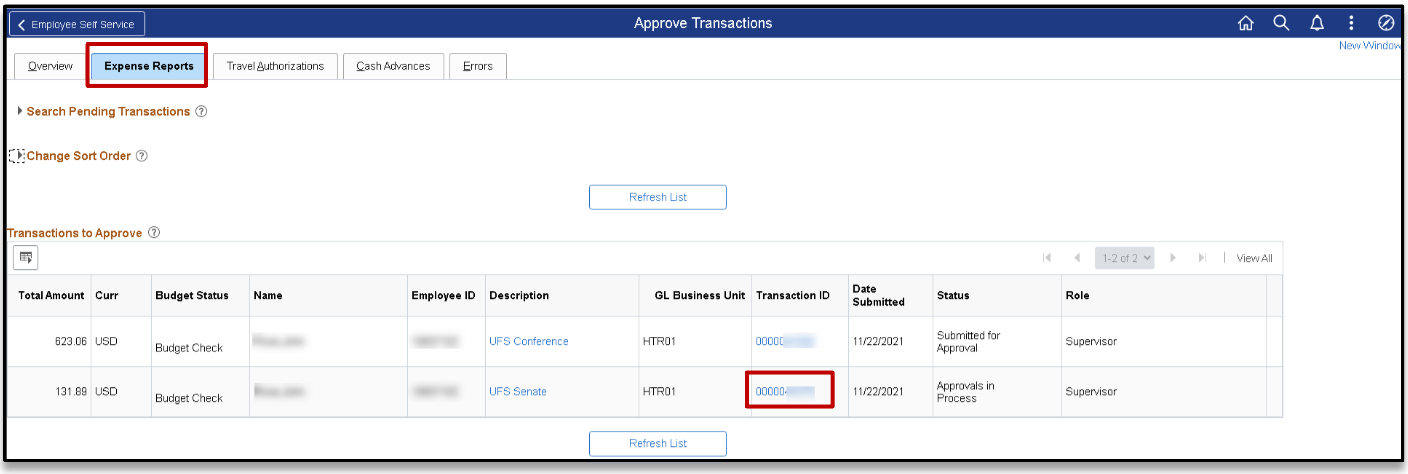
Approve Expense Report (NavBar/Classic)

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

OR

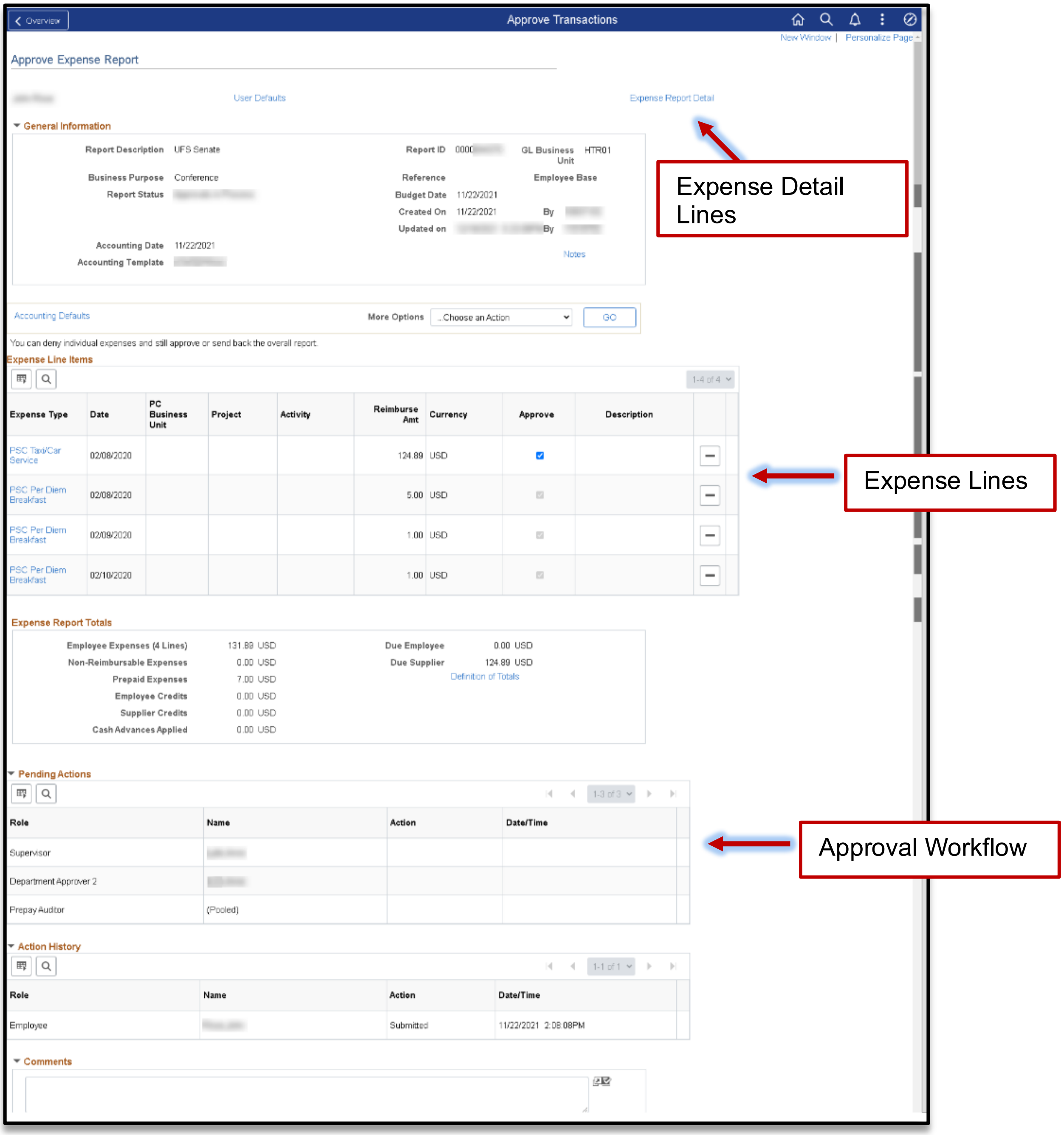
Navigation: **Nav Bar** > **Navigator** > **Manager Self-Service** > **Travel & Expense Center** > **Approvals** > **Approve Transactions**

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



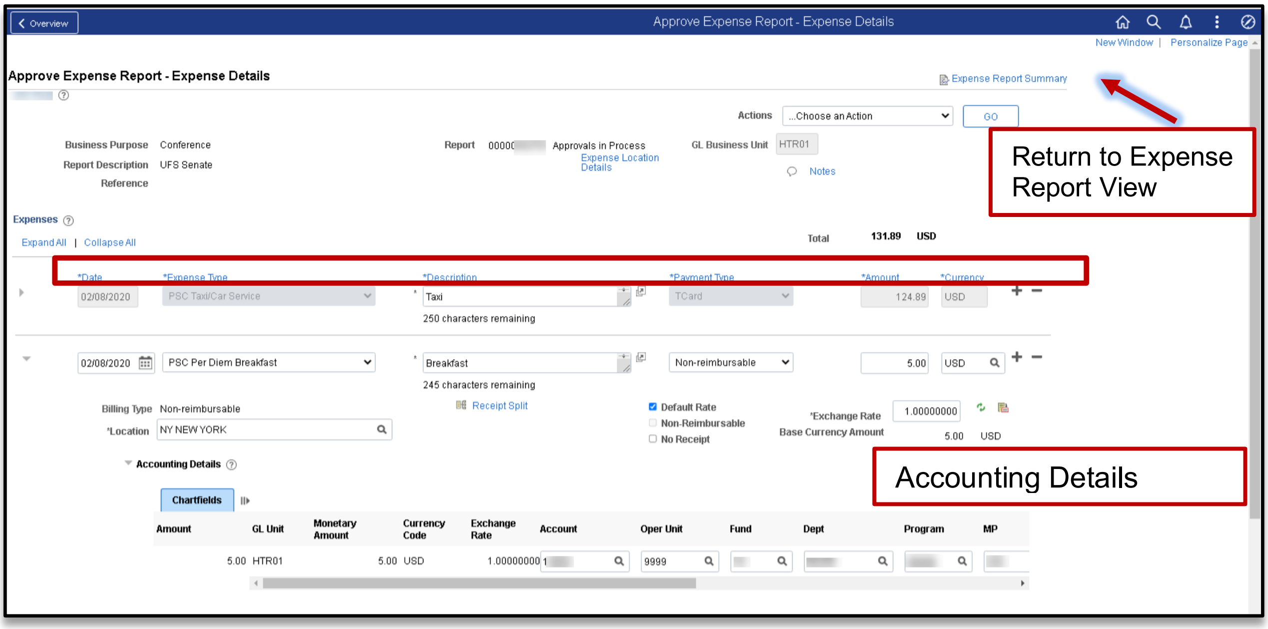
The expense report opens in **Expense Summary View** and most of the information can be reviewed on this page.

Note: All attachments associated to the expense report approval are not viewable from this component page. Use the Approvals tile to view attachments for the approval.

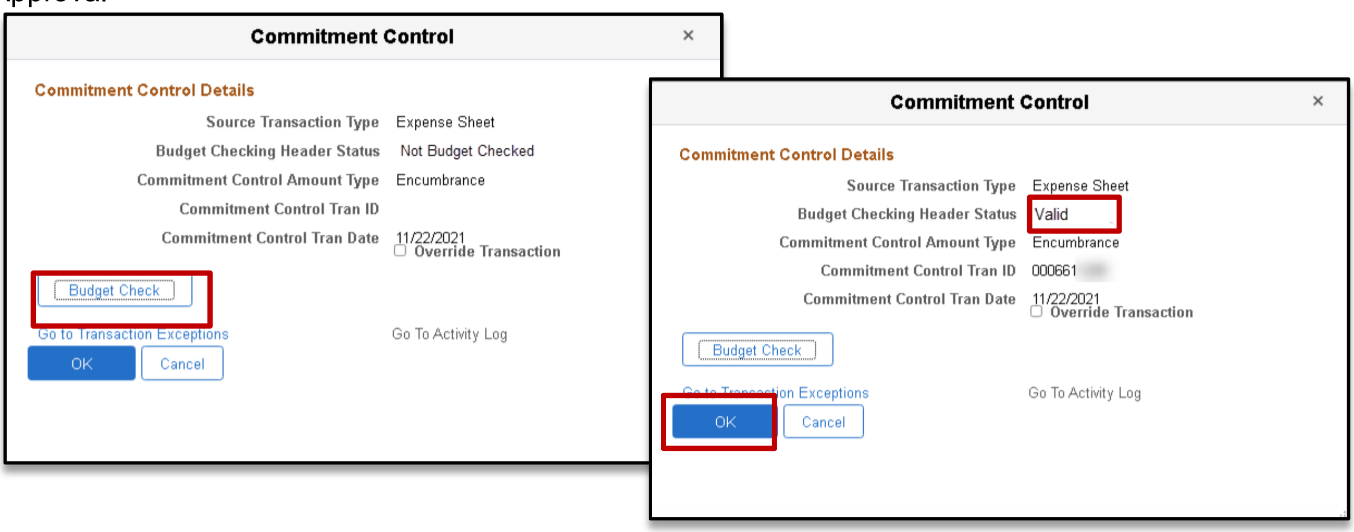

Overview
Approve Transactions
New Window | Personalize Page
Approve Expense Report
User Defaults
Expense Report Detail
General Information
Report Description UFS Senate
Report ID
GL Business Unit HTR01
Business Purpose Conference
Reference
Employee Base
Report Status
Budget Date 11/22/2021
Created On 11/22/2021
By
Updated on
By
Accounting Date 11/22/2021
Accounting Template
Notes
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
1-4 of 4
Expense Type
Date
PC Business Unit
Project
Activity
Reimburse Amt
Currency
Approve
Description
PSC Taxi/Car Service 02/08/2020 124.89 USD
PSC Per Diem Breakfast 02/08/2020 5.00 USD
PSC Per Diem Breakfast 02/09/2020 1.00 USD
PSC Per Diem Breakfast 02/10/2020 1.00 USD
Expense Report Totals
Employee Expenses (4 Lines) 131.89 USD
Non-Reimbursable Expenses 0.00 USD
Prepaid Expenses 7.00 USD
Employee Credits 0.00 USD
Supplier Credits 0.00 USD
Cash Advances Applied 0.00 USD
Due Employee 0.00 USD
Due Supplier 124.89 USD
Definition of Totals
Pending Actions
1-3 of 3
Role
Name
Action
Date/Time
Supervisor
Department Approver 2
Prepay Auditor
(Pooled)
Action History
1-1 of 1
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.

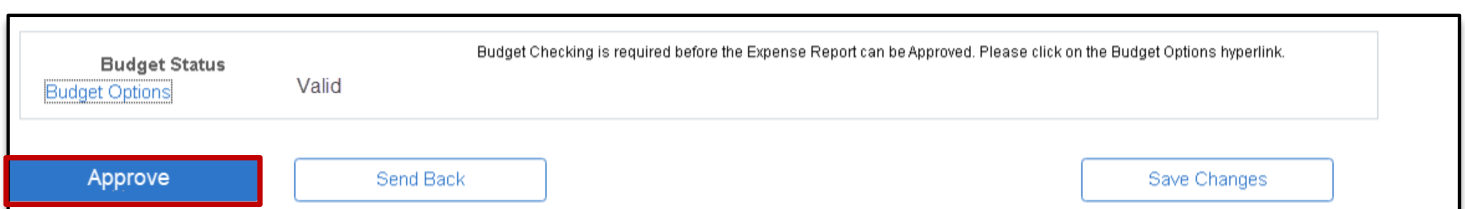


Approval



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.

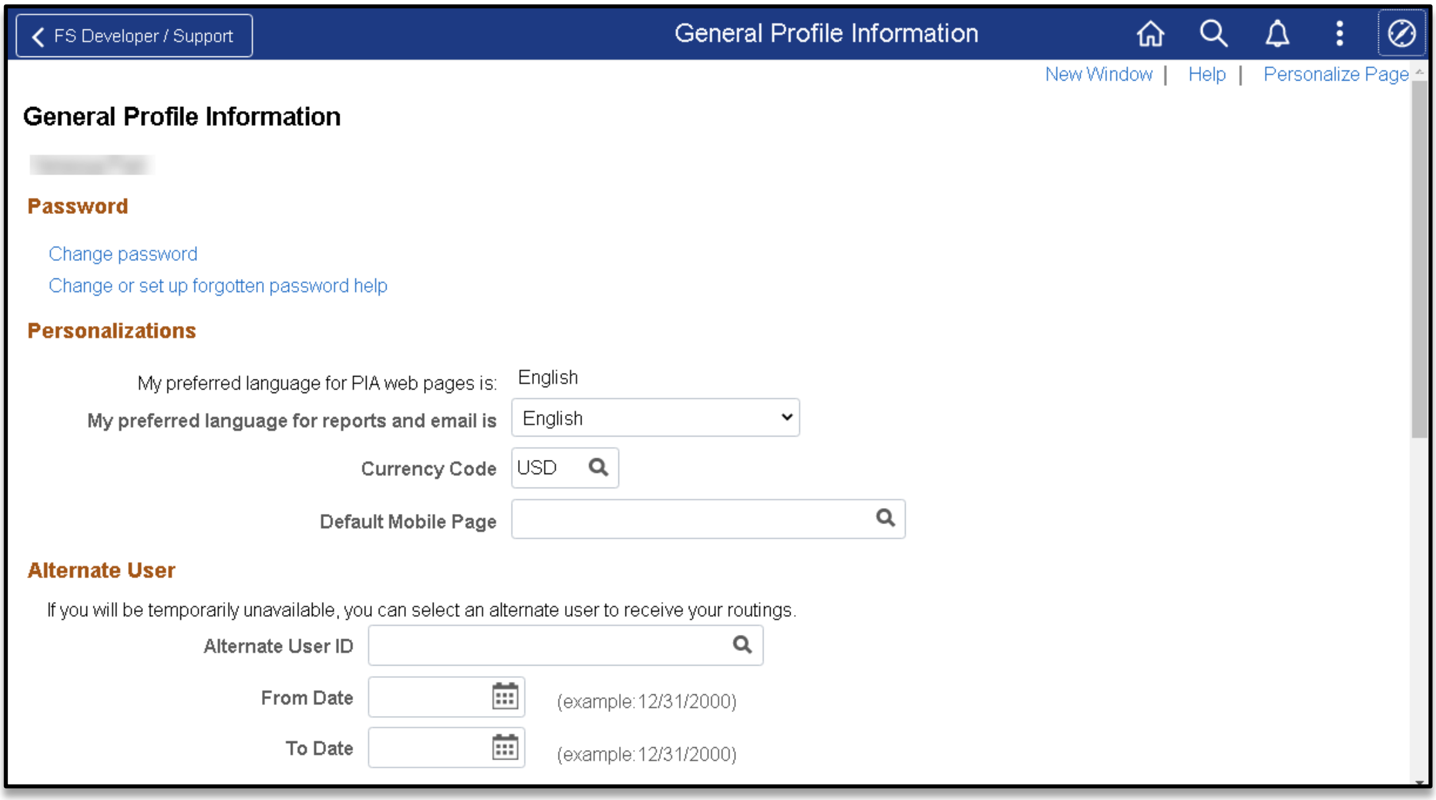
Upon successfully running the budget (i.e., **Valid** status), click the **OK** button to return to the **Approve Expense Report** window and click the **Approve** button to continue the submission process.



Alternate User Set-up

Navigation: **NavBar > Navigator > My Special Profile**

Assigning an alternate user is the act of giving someone authority or responsibility for oneself. An alternate user/proxy is someone to represent your transactions/processes and/or approvals during an absence (e.g., vacation or medical leave). This process should be used when approvers are out of the office and unable to complete approvals.



Enter the alternate's/proxy's Empl ID in the Alternate User ID field. Enter the **From Date** (start date of alternate user's responsibilities). Enter the **To Date** (end date of alternate user's responsibilities) or leave blank for open ended assignment.

Click the **Save** button to save your changes.