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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PEOPLESOF9 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.

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.

<table>
<thead>
<tr>
<th>Amount</th>
<th>GL Unit</th>
<th>Account</th>
<th>Oper Unit</th>
<th>Fund</th>
<th>Dept</th>
<th>Program</th>
<th>MP</th>
<th>Special Initiatives</th>
<th>PC Bus Unit</th>
<th>Project</th>
</tr>
</thead>
<tbody>
<tr>
<td>150.00</td>
<td>14501</td>
<td>522</td>
<td>994</td>
<td>10</td>
<td>10</td>
<td>99999</td>
<td>9999</td>
<td>9999</td>
<td>999</td>
<td>9999</td>
</tr>
</tbody>
</table>

- **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 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

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.
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.
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.

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.

Click Return to access a new Expense Report

Add attachments and description on header level

My Wallet Link - import card entries into the report

Accounting Details

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.

Click the checkbox and select the Submit Expense Report button to submit the expense report.
View Expense Report

Navigation 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.

![Expense Report Search Criteria](image1)

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

![Expense Report Details](image2)

**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.

Report ID contains the TA reference information and is required for travel related expenses

Review attachments (e.g., receipts, authorization letter)

Displays Expense Summary

Review general comments/justifications

Attachments
Notes

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

Expenses 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.
### 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.

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.