PSFIN V8.9 Training

Travel and Expenses Toolkit Catalog

Office of Information and
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Travel and Expenses Toolkit Catalog

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Information on Travel and Expense Toolkit

This toolkit has 11 lessons designed for the end user who will be using the Travel and Expense Module through the Self Service Portal.

This catalog lists the following for each lesson:

- Lesson Name
- Lesson Number
- Lesson Description
- Target Audience
- Prerequisites
- Lesson Level
- Approximate Training Time
- Learning Objectives
- Lesson Components
- Online Training Component Availability

Each lesson contains a Lesson Plan, PowerPoint Presentation, and Handouts. The Lesson Plans and Handouts have been left in MSWord format so that you can customize these pieces for your institution. The PowerPoint Presentations can also be customized. In addition, the PowerPoint Presentations contain screenshots and animation so that you can provide short lessons without the need of a training database. You can supplement each of these lessons with the UPK and with your own hands-on activities.

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Lesson Name:	Introduction to PeopleSoft for Non-Traditional Users
Lesson Number:	PSFIN8.9EX08-001
Lesson Description:	This lesson is designed for employees who do not use the PeopleSoft core system and are unfamiliar with PeopleSoft and its end-user applications, such as Travel and Expenses. This lesson explains what PeopleSoft is, why PeopleSoft is used, and how the individual employee is involved.
Target Audience	Non-Traditional PeopleSoft Users who will be using the Travel and Expense module
Prerequisites:	None
Level:	Level 1 Training – Little to no PeopleSoft experience is required
Approximate Training Time:	30 minutes
Learning Objectives:	After completing this lesson, participants will be able to: • Identify the purpose of PeopleSoft • Identify why PeopleSoft is used • Describe how individual employees are involved with PeopleSoft
Lesson Components:	• Lesson Plan (Module01_Lesson Plan_Introduction to PeopleSoft for Non-Traditional Users.doc) • PowerPoint (Module01_Presentation_Introduction to PeopleSoft for Non-Traditional Users.ppt) • 1 Handout (Module01_Handout_Introduction to PeopleSoft for Non-Traditional Users.doc)
Online Component Available	• Introduction to PeopleSoft for Non-Traditional Users • http://www.usg.edu/gafirst-fin/training/travel_expense/

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Lesson Name:	Introduction to PeopleSoft Travel and Expenses Module
Lesson Number:	PSFIN8.9EX08-002
Lesson Description:	This lesson is designed for employees who are new to PeopleSoft's Travel and Expenses Module. This lesson explains the purpose of the Travel and Expenses Module, as well as important components each individual employee should be aware of when entering transactions in this module.
Target Audience:	Non-Traditional PeopleSoft Users who will be using the Travel and Expense Module
Prerequisites:	Introduction to PeopleSoft for Non-Traditional Users (PSFIN8.9EX08-001)
Level:	Level 1 Training – Little to no PeopleSoft experience is required
Approximate Training Time:	45 minutes
Learning Objectives:	After completing this lesson, participants will be able to: • Identify the purpose of the PeopleSoft Travel and Expenses Module • Describe the benefits of using the Travel and Expense Module for the individual employees and the institution • Define the various components that make up the Travel and Expense Module • Identify how Approver Levels and Workflow functions in the module • Identify individual employee's responsibilities in the Travel and Expense Module
Lesson Components:	• Lesson Plan (Module02_Lesson Plan_Introduction to the PeopleSoft Travel and Expense Module.doc) • PowerPoint (Module02_Presentation_Introduction to the PeopleSoft Travel and Expense Module.ppt) • 1 Handout (Module02_Handout_Introduction to the PeopleSoft Travel and Expense Module.doc)
Online Component Available	• Intro to PS Travel and Expense Module • http://www.usg.edu/gafirst-fin/training/travel_expense/

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Lesson Name:	Enabling Your Access to the PeopleSoft Travel and Expenses Module
Lesson Number:	PSFIN8.9EX08-003
Lesson Description:	This lesson is designed for employees who are ready to set up their system in order to use the PeopleSoft Travel and Expense Module. This lesson explains the necessary steps to complete, as well as all pieces of information the employee must verify. Setting up the Travel and Expense Module must only be done once, but every employee must complete this step in order to use the module.
Target Audience:	Any individual employee who will be using the Travel and Expense Module to enter expense transactions.
Prerequisites:	• Registered in PeopleSoft HRMS Self Service • Introduction to PeopleSoft Travel and Expense Module (PSFIN8.9EX08-002)
Level:	Level 1 Training – Little to no PeopleSoft experience is required
Approximate Training Time:	30 minutes
Learning Objectives:	After completing this lesson, participants will be able to: • Identify what step must be taken before enabling your access to the Travel and Expense Module. • Identify what information you must verify before accessing the Travel and Expense Module. • Demonstrate how to enable the Travel and Expense Home link. • Identify how to review your own personal profile in the Travel and Expense Module.
Lesson Components:	• Lesson Plan (Module03_Lesson Plan_Enabling Your Access to the PeopleSoft Travel and Expenses Module.doc) • PowerPoint (Module03_Presentation_Enabling Your Access to the PeopleSoft Travel and Expenses Module.ppt) • Handout (Module03_Handout_Enabling Your Access to the PeopleSoft Travel and Expenses Module.doc)
Online Component Available	• Enabling Your Access to PS Travel and Expenses Module • http://www.usg.edu/gafirst-fin/training/travel_expense/

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Lesson Name:	Using Travel Authorizations in the PeopleSoft Travel and Expenses Module
Lesson Number:	PSFIN8.9EX08-004
Lesson Description:	This lesson is designed for employees who are ready to start working with Travel Authorizations in the PeopleSoft Travel and Expense Module. This lesson explains the components of a Travel Authorization in PeopleSoft, how to add items to a Travel Authorization, and how to manage a Travel Authorization once it is submitted for approval. The use of Travel Authorizations is specific to each institution.
Target Audience:	Any employee who will be using the Travel and Expense Module to enter Travel Authorizations.
Prerequisites:	• Institution uses PeopleSoft Travel Authorizations • Enabling Your Access to the PeopleSoft Travel and Expenses Module (PSFIN8.9EX08-003)
Level:	Level 1 Training – Little to no PeopleSoft experience is required
Approximate Training Time:	60 minutes
Learning Objectives:	After completing this lesson, participants will be able to: • Define the purpose of a PeopleSoft Travel Authorization. • Identify the time limits of entering a Travel Authorization in the Travel and Expense Module. • Describe the major components of a Travel Authorization. • Identify how to create to a Travel Authorization. • Identify how to print a Travel Authorization. • Identify how to view a Travel Authorization once it has been submitted for approval. • Identify how to modify a Travel Authorization that has been sent back to you for revision. • Identify what happens if your Travel Authorization is denied. • Identify how to cancel a Travel Authorization.
Lesson Components:	• Lesson Plan (Module04_Lesson Plan_Using Travel Authorizations in PS Travel and Expense Module.doc) • PowerPoint (Module04_Presentation_Using Travel Authorizations in PS Travel and Expense Module.ppt) • 6 Handouts

	o Module04_Handout1_Using Travel Authorizations in PeopleSoft.doc o Module04_Handout2_Creating a Travel Authorization in PeopleSoft.doc o Module04_Handout3_Viewing a Travel Authorization.doc o Module04_Handout4_Modifying a Travel Authorization.doc o Module04_Handout5_Canceling a Travel Authorization.doc o Module04_Handout6_Deleting a Travel Authorization.doc
Online Component Available	• Using Travel Authorizations in PS Travel and Expense Module • http://www.usg.edu/gafirst-fin/training/travel_expense/

Lesson Name:	Using Cash Advances in the PeopleSoft Travel and Expenses Module
Lesson Number:	PSFIN8.9EX08-005
Lesson Description:	This lesson is designed for employees who are ready to start working with Cash Advances in the PeopleSoft Travel and Expense Module. This lesson explains what a Cash Advance may be used for, how to create Cash Advances, and how to manage Cash Advances. The use of Cash Advances is specific to each institution.
Target Audience:	Any employee who will be using the Travel and Expense Module to enter Cash Advances.
Prerequisites:	• Institution uses PeopleSoft Cash Advances • Enabling Your Access to the PeopleSoft Travel and Expenses Module (PSFIN8.9EX08-003)
Level:	Level 1 Training – Little to no PeopleSoft experience is required
Approximate Training Time:	45 minutes
Learning Objectives:	After completing this lesson, participants will be able to: • Define the purpose of a PeopleSoft Cash Advance. • Identify how to specify Chartfields for a Cash Advance. • Describe the major components of a Cash Advance. • Identify how to create and print a Cash Advance. • Identify how to view a Cash Advance once it has been submitted for approval. • Identify how to modify a Cash Advance that has been sent back to you for revision. • Identify what happens if your Cash Advance is denied. • Identify what your responsibilities are if you no longer need your Cash Advance. • Identify how to delete a Cash Advance.
Lesson Components:	• Lesson Plan (Module05_Lesson Plan_Using Cash Advances in PS Travel and Expense Module.doc) • PowerPoint (Module05_Presentation_Using Cash Advances in PS Travel and Expense Module.ppt) • 5 Handouts o Module05_Handout1_Using Cash Advances in PS Travel and

	Expense Module.doc o Module05_Handout2_Creating Cash Advances.doc o Module05_Handout3_Viewing Cash Advances.doc o Module05_Handout4_Modifying Cash Advances.doc o Module06_Handout5_Deleting Cash Advances.doc
Online Component Available	• Using Cash Advances in PeopleSoft • http://www.usg.edu/gafirst-fin/training/travel_expense/

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Lesson Name:	Using Expense Reports in the PeopleSoft Travel and Expenses Module
Lesson Number:	PSFIN8.9EX08-006
Lesson Description:	This lesson is designed for employees who are ready to start working with Expense Reports in the PeopleSoft Travel and Expense Module. This course explains the components of an Expense Report in PeopleSoft, how to add items to an Expense Report, and how to manage an Expense Report once it is submitted for approval.
Target Audience:	Any employee who will be using the Travel and Expense Module to enter Expense Reports.
Prerequisites:	Enabling Your Access to the PeopleSoft Travel and Expenses Module (PSFIN8.9EX08-003)
Level:	Level 1 Training – Little to no PeopleSoft experience is required
Approximate Training Time:	60 minutes
Learning Objectives:	After completing this lesson, participants will be able to: • Define the purpose of a PeopleSoft Expense Report. • Identify the time limits of entering an Expense Report in the Travel and Expense Module. • Describe the major components of an Expense Report. • Identify how to create an Expense Report. • Identify how to print an Expense Report. • Identify how to view an Expense Report once it has been submitted for approval. • Identify how to modify an Expense Report that has been sent back to you for revision. • Identify what happens if your Expense Report is denied. • Identify how to delete an Expense Report.

Lesson Components:	• Lesson Plan (Module06_Lesson Plan_Using Expense Reports in PS Travel and Expense Module.doc)
	• PowerPoint (Module06_Presentation_Using Expense Reports in PS Travel and Expense Module.ppt)
	• 5 Handouts
	    o Module06_Handout1_Using Expense Reports in PS Travel and Expense Module.doc
	    o Module06_Handout2_Creating Expense Reports.doc

	o Module06_Handout3_Viewing Expense Reports.doc o Module06_Handout4_Modifying Expense Reports.doc o Module06_Handout5_Deleting Expense Reports.doc
Online Component Available	• Using Expense Reports in PSoft Travel and Expenses • http://www.usg.edu/gafirst-fin/training/travel_expense/

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Lesson Name:	Applying Travel Authorizations to Expense Reports in the PeopleSoft Travel and Expenses Module
Lesson Number:	PSFIN8.9EX08-007
Lesson Description:	This lesson is designed for employees who need to apply a Travel Authorization that they created in the PeopleSoft Travel and Expense Module to an Expense Report. This lesson explains and demonstrates what the requirements are for a Travel Authorization to be applied to an Expense Report.
Target Audience:	Any employee who will be using the Travel and Expense Module to create Expense Reports from approved Travel Authorizations.
Prerequisites:	• Using Travel Authorizations in the PeopleSoft Travel and Expense Module (PSFIN8.9EX08-004) • Using Expense Reports in the PeopleSoft Travel and Expense Module (PSFIN8.9EX08-006)
Level:	Level 1 Training – Little to no PeopleSoft experience is required
Approximate Training Time:	20 minutes
Learning Objectives:	After completing this lesson, participants will be able to: • Identify the requirements for applying a Travel Authorization to an Expense Report. • Identify how and when to select the Travel Authorization to apply. • Identify how to make other edits to the Expense Report once the Travel Authorization has been applied.
Lesson Components:	• Lesson Plan (Module07_Lesson Plan_Applying Travel Authorizations to Expense Reports.doc) • PowerPoint (Module07_Presentation_Applying Travel Authorizations to Expense Reports.ppt) • 1 Handout (Module07_Handout_Applying Travel Authorizations to Expense Reports.doc)
Online Component Available	• Applying Travel Authorizations to Expense Reports • http://www.usg.edu/gafirst-fin/training/travel_expense/

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Lesson Name:	Applying Cash Advances to Expense Reports in the PeopleSoft Travel and Expenses Module
Lesson Number:	PSFIN8.9EX08-008
Lesson Description:	This lesson is designed for employees who need to apply a Cash Advance that they created in the PeopleSoft Travel and Expense Module to an Expense Report. This lesson explains and demonstrates what the requirements are for a Cash Advance to be applied to an Expense Report.
Target Audience:	Any employee who will be using the Travel and Expense Module to apply Cash Advances to Expense Reports.
Prerequisites:	• Using Cash Advances in the PeopleSoft Travel and Expense Module (PSFIN8.9EX08-005) • Using Expense Reports in the PeopleSoft Travel and Expense Module (PSFIN8.9EX08-006)
Level:	Level 1 Training – Little to no PeopleSoft experience is required
Approximate Training Time:	20 minutes
Learning Objectives:	After completing this lesson, participants will be able to: • Identify the requirements for applying a Cash Advance to an Expense Report. • Identify how and when to select the Cash Advance to apply. • Identify how to apply a Cash Advance when it is more than your actual incurred expenses. • Identify how to apply a Cash Advance when it is less than or equal to your actual incurred expenses.
Lesson Components:	• Lesson Plan (Module08_Lesson Plan_Applying a Cash Advance to an Expense Report.doc) • PowerPoint (Module08_Presentation_Applying a Cash Advance to an Expense Report.ppt) • 1 Handout (Module08_Handout_Applying a Cash Advance to an Expense Report.doc)
Online Component Available	• Applying a Cash Advance to an Expense Report • http://www.usg.edu/gafirst-fin/training/travel_expense/

Lesson Name:	Applying a Travel Authorization and a Cash Advance to an Expense Report in the PeopleSoft Travel and Expenses Module
Lesson Number:	PSFIN8.9EX08-009
Lesson Description:	This lesson is designed for employees who need to apply both a Travel Authorization and a Cash Advance that they created in the PeopleSoft Travel and Expense Module to an Expense Report. This lesson explains and demonstrates what the requirements are for a Travel Authorization and a Cash Advance to be applied to an Expense Report.
Target Audience:	Any employee who will be using the Travel and Expense Module to create Expense Reports from approved Travel Authorizations and Cash Advances.
Prerequisites:	• Using Travel Authorizations in the PeopleSoft Travel and Expense Module (PSFIN8.9EX08-004) • Using Cash Advances in the PeopleSoft Travel and Expense Module (PSFIN8.9EX08-005) • Using Expense Reports in the PeopleSoft Travel and Expense Module (PSFIN8.9EX08-006)
Level:	Level 1 Training – Little to no PeopleSoft experience is required
Approximate Training Time:	20 minutes
Learning Objectives:	After completing this lesson, participants will be able to: • Identify the requirements for applying a Travel Authorization to an Expense Report. • Identify the requirements for applying a Cash Advance to an Expense Report. • Identify how and when to select the Travel Authorization and Cash Advance to apply. • Identify how to make other edits to the Expense Report once the Travel Authorization has been applied. • Identify how to apply a Cash Advance when it is more than your actual incurred expenses. • Identify how to apply a Cash Advance when it is less than or equal to your actual incurred expenses.
Lesson Components:	• Lesson Plan (Module09_Lesson Plan_Applying a Travel Auth and Cash Advance to an Expense Report.doc) • PowerPoint (Module09_Presentation_Applying a Travel Auth and

	Cash Advance to an Expense Report.ppt) • 1 Handout (Module09_Handout_Applying a Travel Authorization and a Cash Advance to an Expense Report.doc)
Online Component Available	• Applying a Travel Authorization and a Cash Advance to an Expense Report • http://www.usg.edu/gafirst-fin/training/travel_expense/

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Lesson Name:	Additional Tips and Tricks for Entering Expense Transactions in the PeopleSoft Travel and Expenses Module
Lesson Number:	PSFIN8.9EX08-010
Lesson Description:	This lesson is designed to provide users with additional instructions on increasing efficiencies when creating expense transactions in the Travel And Expense Module. This lesson describes how to use User Defaults, Personal Templates, and the expense line copy function to minimize data entry. This lesson concentrates primarily on Expense Reports, but the same tips work for Travel Authorizations as well.
Target Audience:	Any employee who will be using the Travel and Expense Module to enter expense transactions that wants to know how to reduce data entry when creating transactions.
Prerequisites:	Using Expense Reports in the PeopleSoft Travel and Expense Module (PSFIN8.9EX08-006)
Level:	Level 1 Training – Little to no PeopleSoft experience is required
Approximate Training Time:	45 minutes
Learning Objectives:	After completing this lesson, participants will be able to: • Identify how to set User Defaults to minimize data entry. • Identify how to create and user Personal Templates for expense transactions. • Identify how to copy expense lines within an expense transaction. • Identify how to copy an existing expense transaction into a new one.
Lesson Components:	• Lesson Plan (Module10_Lesson Plan_Additional Tips and Tricks for Creating Expense Transactions.doc) • PowerPoint (Module10_Presentation_Additional Tips and Tricks for Creating Expense Transactions.ppt) • 2 Handouts o Module10_Handout1_Setting User Defaults.doc o Module10_Handout2_Creating Personal Templates.doc
Online Component Available	• Additional Tips and Tricks for Creating EX Transactions • http://www.usg.edu/gafirst-fin/training/travel_expense/

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Lesson Name:	Being an Approver in the PeopleSoft Travel and Expenses Module
Lesson Number:	PSFIN8.9EX08-011
Lesson Description:	This lesson is designed for employees who are designated as approvers for their institution in the PeopleSoft Travel and Expense Module. This lesson explains and demonstrates what an approver's responsibilities are within the system, how Workflow functions, and the choices available when working with expense transactions. Before starting this lesson, it is strongly suggested that you learn how to use expense transactions in the PeopleSoft Travel and Expense Module in order to learn how the transactions are created.
Target Audience:	Any employee who will be using the Travel and Expense Module to approve expense transactions.
Prerequisites:	• Using Travel Authorizations in the PeopleSoft Travel and Expense Module (PSFIN8.9EX08-004) – institution specific • Using Cash Advances in the PeopleSoft Travel and Expense Module (PSFIN8.9EX08-005) – institution specific • Using Expense Reports in the PeopleSoft Travel and Expense Module (PSFIN8.9EX08-006)
Level:	Level 1 Training – Little to no PeopleSoft experience is required
Approximate Training Time:	60 minutes
Learning Objectives:	After completing this lesson, participants will be able to: • Identify how Workflow functions in the Travel and Expense Module. • Identify how Approvers are notified of expense transactions awaiting their attention. • Identify how to access your Worklist. • Describe how to review the details of an Expense Report. • Define budget checking. • Identify what budget checking status is required to approve expense transactions. • Define the different options available to you when acting on an Expense Transaction. • Identify how to set up an alternate approver to take over your Worklist items if you are going to be out of the office for an extended period of time. • Identify how to reassign an expense transaction from your Worklist.

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Lesson Components:	• Lesson Plan (Module11_Lesson Plan_Being an Approver in the Travel and Expense Module.doc) • PowerPoint (Module11_Presentation_Being an Approver in the Travel and Expense Module.ppt) • 1 Handout (Module11_Handout_Being an Approver in the Travel and Expense Module.doc)
Online Component Available	• Being an Approver • http://www.usg.edu/gafirst-fin/training/travel_expense/