



Georgia *FIRST* Financials Travel and Expenses Module Enhancement Review

Tuesday, March 7, 2017

Kate Smith

Agenda

- ▶ Purpose of today's session
- ▶ Expenses Focus Group v8.9
- ▶ Production Support Update
- ▶ Where we are today
- ▶ Enhancements delivered at or since the v9.2 upgrade

Agenda

- ▶ Discussion of available Oracle enhancements for Expenses
- ▶ Issues on our radar and configurations
- ▶ Enhancement requests submitted to Oracle
- ▶ Other enhancements requested?
- ▶ Discuss Prioritization of possible Oracle enhancements and other requested enhancements



Purpose of Module Enhancement Review Sessions

PeopleSoft Module Enhancement Review Sessions

- ▶ Meet with Institution process experts to introduce and discuss areas of/for enhancements within each module:
 - Oracle delivered functionality
 - Desired enhancements (ways to make the system work better for all)
- ▶ Focus on two main areas:
 - Introduce new functionality that is currently available for use, as well as unimplemented functionality that may be of interest to our customers
 - Configuration

PeopleSoft Module Enhancement Review Sessions

- ▶ Opportunity for Institutional process experts to:
 - Discuss and provide feedback
 - Assist in prioritization for implementation of enhancements

- ▶ Resulting end deliverables will consist of:
 - Roadmap and implementation plan
 - Implementation priority
 - Implementation complexity score

Expenses Focus Group

April 2013

PeopleSoft Financials v8.9

Issues Identified by Focus Group

- ▶ Change Expense Type without deleting entire row
 - Can change Expense Type in 9.2 without deleting
- ▶ Have 1 expense type for daily meal per diem
 - Daily meal expense types delivered in November 2016
- ▶ Deleting lines on an Expense Report will cause the header and line statuses to be out of sync
 - Rarely occurs in 9.2
- ▶ Easier way to print Expense Report
 - With the ability to add attachments, most institutions are now paperless

Issues Identified by Focus Group

- ▶ System Performance (entry and navigating between fields)
 - Improved with PeopleTools upgrades
- ▶ Would like ability to Unapprove Expense Report (similar to unposting a Voucher)
 - This is not offered in Expenses
- ▶ Easier way to look up per diem locations
- ▶ Increase frequency of per diem amount updates
 - Updates still performed annually



Production Support Update

Production Support Update

- ▶ **Known Issues Recently Resolved**
 - KI 9.2–29_EX Changes to Expense Reports During Approvals Not Requiring Budget Check.
 - Resolved with Release 5.22 on 2/25/17
 - Update on cleanup DBI of Expense Reports with variances between Expenses/Commitment Control

 - No Known Issue – Save For Later Button Not Working During Approvals
 - Resolved with Release 5.22 on 2/25/17

Production Support Update

- ▶ Known Issues – Active
 - KI 9.2–7_EX Expense Report and Travel Authorization Header/Line Status not updating to Approved
 - This issue occurs infrequently but we continue to monitor.
 - KI 9.2–19_EX Name on Expense Report Summary Disappears when viewing as Approver
 - Oracle fix did not resolve the issue. We continue to work with them on a solution.

Where We Are Today

- ▶ What's going right?
- ▶ What's going wrong?



Enhancements Delivered At or Since Upgrade

Enhancements Delivered At or Since Upgrade

- ▶ Updated Expense Report entry – all on one page
- ▶ Updated Travel Authorization entry – all on one page
- ▶ Ability to Withdraw Expense Reports, Travel Authorizations, and Cash Advances
- ▶ Ability to add Attachments to Expense transactions
- ▶ Full-Day Expense Types that populate full day per diem

Enhancements Delivered At or Since Upgrade

▶ Updated Expense Email Notification

From: FPROD@usg.edu [<mailto:FPROD@usg.edu>]
Sent: Thursday, December 15, 2016 6:17 PM
To: Donna Wooddell <Donna.Wooddell@usg.edu>
Subject: Expenses Payment Notification

Name	Donna Wooddell		
Employee ID	0022125		
Payment Amount	[REDACTED]		
Payment Date	December 15, 2016		
Payment Method	EFT		
Bank Name			
Bank Account	*****5867		
Expense Reports	Expense Report ID	Amount	Description
	0000580399	[REDACTED]	AFR Mid-Year Financia Workshop

The Payment Date listed above reflects the date the payment was transmitted.

Enhancements Delivered At or Since Upgrade

- ▶ Printed Expense Report modified to print split-funded lines (Release 5.22)

ORACLE Expense Report

PeopleSoft Expenses EXC4500

Employee ID / Name 0010606 / Daphne Burch		Report ID 0000578920
Reference	Report Description Test Split Funded Lines	Report Status Pending
Home/Mailing Address 609 Valleybrook Road Savannah, GA, 31419		Business Purpose Attend Conference
		Travel Auth ID
		Institution ARMSTRONG STATE UNIVERSITY

Expense Lines

Date	Expense Type		Non-Reimbursable		No Receipt	Payment Type	Amount
Description			Additional Information		Merchant	Location	
Bus GL	Account	Fund	DeptID	Program	Class	Project	Dist. Amount
01/14/2017	Emp Dinner					Cash	20.00 USD
							Pending
24000	841130	10000	1043010	16200	11000		8.00
24000	841130	10000	1043030	16200	11000		12.00

Cash Advance ChartField Inheritance Configuration

When a Cash Advance was reconciled, the Chartfield was not inherited to the Reconciliation accounting entry. The Fund, Department, Program, Class, Project, and Budget Reference fields were blank, which caused edit errors to occur when Journal Generation was run and required manual entries to correct the journal.

- Resolved with new PeopleSoft configuration so Cash Advance ChartField would be inherited to the Reconciliation accounting entries

Cash Advance ChartField Inheritance Configuration

Cash Advance Acctg Entries

Advance ID 0000407326

Employee ID 0304565

Accounting Details [Find](#) | [View 1](#) | [First](#)

Journal Template EXACCRUAL
Distribution Status Distributed

Cash Advance Journal Lines [Set Personalizations](#) | [Find](#) | [View All](#) | [Print](#) | [First](#) | 1-4 of 4 | [Last](#)

UnPost Sequence	Line	Long Name	GL Unit	Account	Fund	Dept	Program	Class	Project	Bud Ref	Amount	Currency	Journal ID	Journal Date	GL Journal Line Number
0	0	Employee Advances	28000	132300	12280	7090000	28100	43000		2016	-325.03	USD	EXAC250038	11/30/2015	7
0	0	Reconciled Cash Advance	28000	133100							325.03	USD	EXAC250038	11/30/2015	2
0	1	Expenses Accrual	28000	211500	12280	7090000	28100	43000		2016	-2,000.00	USD	EXAC217486	09/08/2015	4
0	1	Employee Advances	28000	132300	12280	7090000	28100	43000		2016	2,000.00	USD	EXAC217486	09/08/2015	3

Travel Authorization Encumbrances

- ▶ Travel Authorization encumbrances turned off at the beginning of Fiscal Year 2017
- ▶ Hanging Travel Authorization encumbrances had historically been an issue since the implementation of the Travel and Expense module. Monitoring ongoing encumbrance issues and reconciling encumbrances at fiscal year end created quite a burden, requiring analysis and DBIs or encumbrance journals to resolve.

Discussion of available Oracle enhancements for Expenses

Expenses WorkCenter

Expenses WorkCenter

- Main
- Reports/Queries
- My Work
- Edit Filters
- Exceptions
 - Incorrectly Reimbursed Expenses
 - Outstanding Cash Advances
 - Non-Reimbursable Charges to Prepaid CC (2)
- Links
 - Approval
 - Approve Transactions
 - Modify Approved Transactions
 - Reassign Approval Work
 - Time Report
 - Create/Modify Time Report
 - View Time Report
 - Cash Advances
 - Create/Modify Cash Advances
 - Mark Cash Advance for Close
 - Reconcile Cash Advance
 - Cash Advance History
 - Expense Report
 - Create/Modify Expense Report
 - Verify Receipts Received
 - Validate Receipts Against Expenses
 - Reconcile Airline Tickets
 - Employee Expense History
 - Travel Authorization
 - Create/Modify Travel Authorization

Expenses Workcenter Dashboard

Expenses Top Spenders

Filters: Business Unit US001, Department 41000-Engineering, Currency USD

Top 20 Spenders

Name	Amount
Schumacher, Ken...	~11K
Emmerson, Nancy	~1.5K

Expenses by ChartField

Filters: Activity (All), PC Bus Unit (All), Account (All), Fund Code (Blanks), Product (Blanks), Source Type (Blanks), Business Unit US001, Currency USD, Department 41000-Engineering, Operating Unit (Blanks), Project (All)

Expenses by ChartField

Category	Amount
Conference/Meeting	~550
Air Travel	~150
Automobile Rental	~100
Breakfast	~50
Dinner	~50
Entertainment	~50
Ground Transport	~50

Prof. Merch vs Non-Pref. Merch

Filters: Expense Type (All)

Prof. Merch vs Non-Pref. Merch

Expense Type	Amount
American Airlines	~700
United	~750
Hertz Rent-a-Car	~300

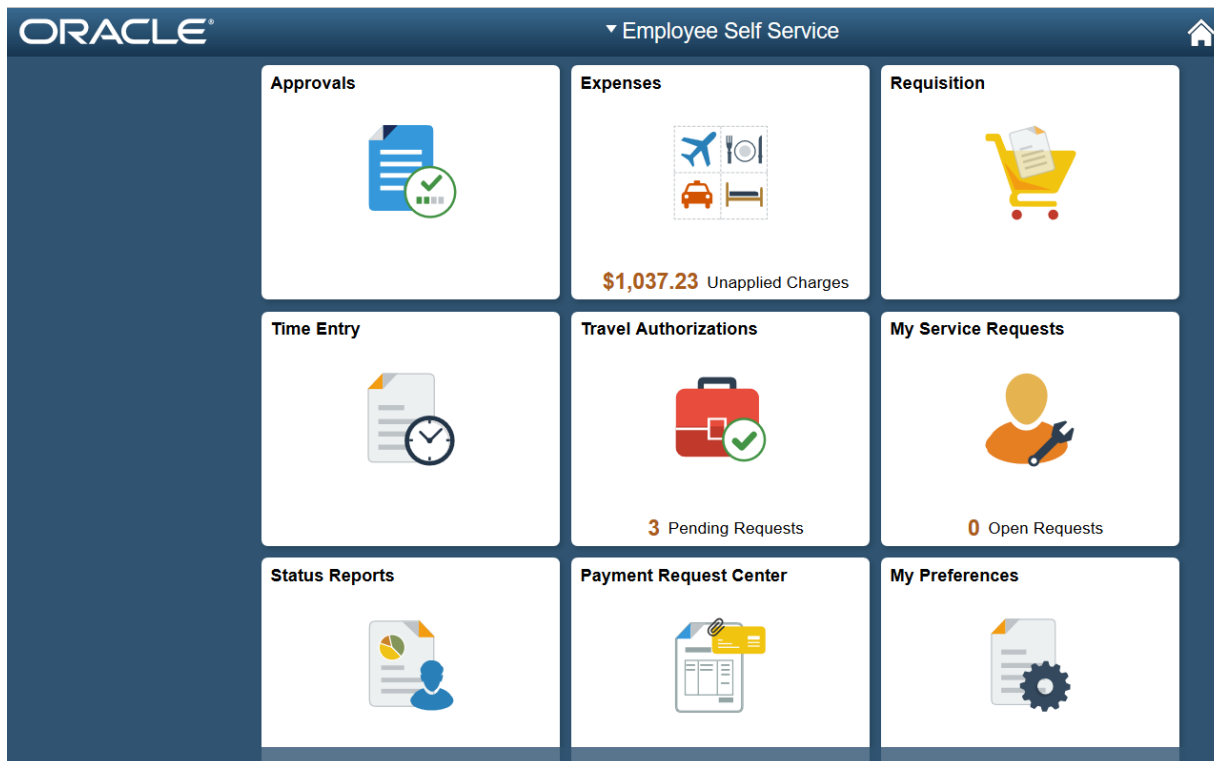
Expenses WorkCenter

- The WorkCenter can help a user be more efficient by providing access to frequently used pages and pagelets, and by keeping multiple windows open while performing daily tasks.
- Video:
https://docs.oracle.com/cd/E58830_01/psft_wrk_centr92_ui.html

Fluid Expenses

- Video

<https://www.youtube.com/watch?v=NayfYekMd7A>



Privilege Templates

Privilege Template

Enter any information you have and click Search. Leave fields blank for a list of all values.

▼ **Search Criteria**

SetID =

Privilege Template begins with

Transaction Type =

Include History Correct History Case Sensitive

[Basic Search](#) [Save Search Criteria](#)

Search Results

View All First 1-9 of 9 Last

SetID	Privilege Template	Transaction Type
24000	AP_Auditor	Advance
24000	AP_Auditor	Exp Rpt
24000	DEPT_MANAGER	Advance
24000	DEPT_MANAGER	Exp Rpt
24000	DEPT_MANAGER	Travel Aut
24000	Grants_Admin	Exp Rpt
24000	Grants_Admin	Travel Aut
24000	Reviewer	Exp Rpt
24000	Reviewer	Travel Aut

Privilege Templates

- ▶ Configurable for each level of approval
- ▶ Ability for Approvers to Add, Edit, Delete, View certain parts of the transaction, including Attachments
- ▶ Should all approval levels have Full access to Attachments?

Approval Privilege Template

SetID 33000 Privilege Template AP_Auditor Transaction Type Expense Report

Approval Privilege Template Find | View All First 1 of 1 Last

Effective Date 01/01/1901 Status Active

Description APAUD Modification Privileges

Default Accounting	Modify	User Defaults	View	Distributions	Modify
Transaction Lines	Full	Accounting Date	Modify	GL ChartFields	Modify
Receipt Required	View	Cash Advance Applied	Modify	PC ChartFields	Modify
Receipt Verified	Modify	Cash Advance Tax	View	VAT Information	View
Billing Action	View	Cash Advance Adjustment	Modify	Document Sequence Type	View
Attachment	View				

Save Return to Search Add Next in List Notify Add Update/Display Include History Correct History

Add
Delete
Full
View

Privilege Templates

- ▶ Do approvers have all the access they need?

Approval Privilege Template

SetID 24000 Privilege Template AP_Auditor Transaction Type Expense Report

Approval Privilege Template Find | View All First 1 of 1 Last

Effective Date 01/01/1901 Status Active

Description APAUD Modification Privileges

Default Accounting	Modify	User Defaults	View	Distributions	Modify
Transaction Lines	Full	Accounting Date	Modify	GL ChartFields	Modify
Receipt Required	View	Cash Advance Applied	Modify	PC ChartFields	Modify
Receipt Verified	Modify	Cash Advance Tax	View	VAT Information	View
Billing Action	View	Cash Advance Adjustment	Modify	Document Sequence Type	View
Attachment	View				

Save Return to Search Previous in List Next in List Notify Add Update/Display Include History Correct History

Privilege Templates

- ▶ Does each approval level have the access it needs?

<i>Attribute</i>	<i>ER</i>	<i>TA</i>	<i>CA</i>	<i>Privilege Type</i>
Default Accounting	X	X		Hide, View, Modify
User Defaults	X	X	X	Hide, View
Distributions	X	X		Full, View, Modify, Hide
Transaction Lines	X	X	X	View, Modify, Full, Add, Delete
Accounting Date	X		X	Hide, View, Modify
GL ChartFields	X	X		Hide, View, Modify
Receipt Required	X			Hide, View

Privilege Templates

- ▶ Does each approval level have the access it needs?

<i>Attribute</i>	<i>ER</i>	<i>TA</i>	<i>CA</i>	<i>Privilege Type</i>
Cash Advance Applied	X			Hide, View, Modify
PC ChartFields	X	X		Hide, View, Modify
Receipt Verified	X			Hide, View, Modify
Cash Advance Tax			X	Hide, View, Modify
VAT Information	X			Hide, View, Modify
Billing Action	X			Hide, View, Modify
Cash Advance Adjustment	X			Hide, View, Modify

Risk Templates

- ▶ Risk templates are used to control spending and enforce corporate policy for expenditures. Risk templates define risk levels that are associated with an expense transaction. This provides approvers the information they need to make an informed decision during the approval process.
- ▶ You can define up to five levels of risk for each risk template ID and transaction type. You then select risk criteria for each level of risk. Risk criteria is assigned:
 - At the header and line levels for expense reports and travel authorizations.
 - At the header level for cash advances.

Risk Templates

- ▶ You also determine how an expense transaction that has risk, is routed to an approver. An expense transaction can be routed to an approver using one of these methods:
 - Through email, where the approver has access to all of the information that needs to be approved.
 - Through an email notification, where the approver must log into the Expenses system to approve the transaction.

Risk Templates

Approval Risk Template

SetID SHARE

Risk Template ID HR SUPERVISOR

Transaction Type Expense Report

Risk Criteria

Find | View All

First 1 of 2 Last

*Effective Date 01/01/1900

*Status Active

*Risk Level Level 2

*Risk Description HR Supervisor Level 2

Enable Email Approvals

Select one or more Risk Criteria for each Risk Level.

No Receipt

VAT Items

No VAT Receipt

Non-Preferred Merchant

Credit Card Feed

Multip Per Diem Exist Per Day

Duplicates Exist

Project Expenses

Authorized Amount Exceeded

Cash Advance Applied

Items with Tax Implications

Negative Expense Report

Billable Hours

Billable Hours < Non-Billable

Older Transactions

Total Hours >

Total Hours <

Project Hours <

Project Hours >

Billable Hours <

Non-Billable Hours >

Risk Templates

Travel Authorization Estimates vs. Expense Report Actuals



Travel Authorization Days < Expense Report Actual Days




Tolerance Days

Travel Authorization Totals < Expense Report Totals





Tolerance %




Business Purpose Criteria

Personalize | Find | View All |  |  First  1 of 1  Last


Business Purpose	Description		
<input type="text"/> 		<input type="text"/>	<input type="text"/>  




Expense Type Authorized Amounts

Personalize | Find | View All |  |  First  1 of 1  Last

Expense Type	Description	Authorized Amount	% Variance		
<input type="text"/> 		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>  

Business Unit

Personalize | Find | View All |  |  First  1 of 1  Last

Business Unit	Description		
<input type="text"/> 		<input type="text"/>	<input type="text"/>  

Risk Templates

Departments		Personalize	Find	View All			First	1 of 1	Last
Department	Description								
<input type="text"/>	<input type="text"/>								<input type="button" value="+"/> <input type="button" value="-"/>

Users		Personalize	Find	View All			First	1 of 1	Last
Employee ID	Name								
<input type="text"/>	<input type="text"/>								<input type="button" value="+"/> <input type="button" value="-"/>

Time Codes		Personalize	Find	View All			First	1 of 1	Last
Time Reporting Code	Description								
<input type="text"/>	<input type="text"/>								<input type="button" value="+"/> <input type="button" value="-"/>

Total Transaction Amount Limits			Personalize	Find	View All			First	1 of 1	Last
GL Business Unit	Pre-Payment Amount	Post-Payment Amount								
<input type="text"/>	<input type="text"/>	<input type="text"/>								<input type="button" value="+"/> <input type="button" value="-"/>

Expense Type Amount Limits				Personalize	Find	View All			First	1 of 1	Last
Expense Type	GL Business Unit	Amount	Currency								
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>								<input type="button" value="+"/> <input type="button" value="-"/>

Approval Refinement Templates

- ▶ Approval refinements are filters for expense transactions that are subject to approval. Filters are used most often for special approvers or auditors who may not review every transaction but only those meeting specific criteria such as expense reports containing charges to projects.
- ▶ You can also select to review expense transactions based on departments and employee IDs.

Approval Refinement Templates

Approval Refinement Template

SetID 24000 Refinement Template Projects Transaction Type Expense Report

Refinements Find | View All First ◀ 1 of 1 ▶ Last

Effective Date Status ▼






Description






Select one or more refinements for review by approvers or auditors.






<input type="checkbox"/> VAT Items	<input type="checkbox"/> No VAT Receipt	<input type="checkbox"/> Items with Tax Implications
<input type="checkbox"/> Credit Card Feed	<input type="checkbox"/> Amount Exceeded	<input type="checkbox"/> Duplicates Exist
<input type="checkbox"/> No Receipt	<input type="checkbox"/> Non-Preferred Merchant	<input type="checkbox"/> Total Amount Limits
Approve Every <input type="text" value=""/> th Report	<input checked="" type="checkbox"/> Project Expenses	<input type="checkbox"/> Billable Hours
Total Hours > <input type="text" value=""/>	Project Hours > <input type="text" value=""/>	<input type="checkbox"/> Non-Billable Hours
Total Hours < <input type="text" value=""/>	Project Hours < <input type="text" value=""/>	<input type="checkbox"/> Older Transactions






Approval Refinement Templates

Refine transactions for review and approval by Business Unit, Department, or Employee Id.

Business Unit		Personalize Find View All  	First	◀	1 of 1	▶	Last
Business Unit	Description						
<input type="text" value="24000"/> 	ARMSTRONG STATE UNIVERSITY						 

Departments		Personalize Find View All  	First	◀	1 of 1	▶	Last
Department	Description						
<input type="text" value="1001030"/> 	Art, Music, & Theatre						 

Users		Personalize Find View All  	First	◀	1 of 1	▶	Last
Employee ID	Name						
<input type="text"/>							 

Expense Types		Personalize Find View All  	First	◀	1 of 1	▶	Last
Expense Type	Description						
<input type="text"/> 							 

Approval Configurations

- ▶ HR Supervisor can be first level of approval

Employee Data | **Organizational Data** | User Defaults | Bank Accounts | Corporate Card Information | Bank Accounts BOR

Shelia Sloan

Expenses Processing Data Find | View All | First 1 of 1 Last

Valid for Expenses Yes

Reason for Status Passed All Validation Edits

Default Profile
 Ignore Authorized Amounts
 Ignore Group Location Amounts

Per Diem Amount Type Active Amounts

HR Information

Employee Status Active

Hire Date 05/06/2002

*GL Unit 98000 BOARD OF REGENTS

*Department 7310000 Administrative Services

Hours Per Period Use Business Unit Default

Supervisor Information

*ID 0225492

Name Nisbet, James

- Travel and Expenses
 - Approve Transactions
- Manage Employee Information
 - Load Employee Data
 - Update Profile**
 - Process Employee Notifications
- Corporate Credit Cards
- Manage Expenses Security
- Expense Report
- Time Report
- Travel Authorization
- Cash Advance
- Process Expenses
- Manage Accounting
- Real-Time Analysis
- Travel and Expense Center Administration

Travel Reservations

- ▶ Can integrate with travel partner suppliers to reserve and book travel reservations
- ▶ Enables customers to either import travel profiles into the PeopleSoft Expenses application from a travel partner or create and export travel profiles from the PeopleSoft Expenses application to a travel partner.
- ▶ Depending on the travel partner setup, pending and confirmed reservations can be retrieved from the travel partner and stored in My Reservations

Travel Reservations

Travel Services

My Reservation Detail

Kenneth Schumacher

Travel Partner AMADEUS

Itinerary Identification MF003344

Trip to New York

Reservation Number 1

Expense Location SFO

Transportation Type

Originating Location AKRON

Transaction Amount 400.00 USD

Departure Date 04/27/2006

Number of Nights

Return Date 04/28/2006

Expense Type AIRFARE

Air Ticket # UA8769086098

Merchant UNITED

Flight Leg

[Personalize](#) | [Find](#) | [View All](#) |  | 

First  1-2 of 2  Last

Flight Number	Seat	Departure	Departure Location	Arrival Location
2387	14F	04/27/06 12:00AM	SFO	DEN
342	43C	04/27/06 12:00AM	DEN	NYC

Travel Reservations

- ▶ Can associate Travel Reservations to a Travel Authorization

Associate Travel Authorization ✕

From Date 📅 To 📅


	Travel Auth Description	Authorization ID	Date From	Date To	Amount	Currency
<input type="button" value="Select"/>	Trip to Sacramento	0000000011	11/03/2003	11/03/2003	0.000	

Travel Reservations

- ▶ Can associate Travel Reservations to an Expense Report
 - Employee Self-Service > Travel and Expense Center > Expense Reports > Create/Modify
 - Select *Associate Travel Reservations* from the Actions drop down list

Create Expense Report

 Save for Later |  Summary and Submit

Katherine Smith 

Actions 

*Business Purpose 
*Report Description
Reference 

Destination Location 
 Attachments

Travel Reservations





- ▶ Can create Expense Report from Travel Reservations

Create Expense Report

Add My Confirmed Reservations

Report ID NEXT

Select All Deselect All

My Reservations Personalize | Find |  |  First  1-2 of 2  Last

Select	Itinerary ID	Expense Type	Description	Merchant	Travel Date	Amount	Currency
<input type="checkbox"/>	MF003344	AIRFARE	Trip to New York	UNITED	04/27/2006	400.00	USD
<input type="checkbox"/>	MF003344	LODGING	Trip to New York	Mariott	04/27/2006	300.00	USD

Travel Reservations Today

- ▶ How do you book travel today?

Issues On Our Radar and Configurations

ORACLE®

PEOPLESOFT

Escheating Expense Checks

- ▶ When you decide to escheat a stale dated check, you use the Escheat Payment process in Accounts Payable
 - This process reclassifies the stale-dated check to an escheat liability account by debiting cash and crediting escheatment liability.
 - Payment posting treats the escheated payment like a voided payment except that there is no option to close or restate the voucher liability.
- ▶ Escheated Expense Payments do not automatically generate accounting entries so manual Journal Entries must be created.

Expense Type Required Information

*Description

*Date	*Expense Type	Description	*Payment Type	*Amount	*Currency
02/01/2017	Emp Air Transportation	Airfare 247 characters remaining Receipt Split	Credit Card	164.00	USD
*Billing Type	Internal		<input checked="" type="checkbox"/> Default Rate	*Exchange Rate	1.00000000
*Ticket Number	785142		<input type="checkbox"/> Non-Reimbursable	Base Currency Amount	164.00 USD
*Merchant	<input checked="" type="radio"/> Preferred <input type="radio"/> Non-Preferred		<input type="checkbox"/> No Receipt		
	Delta Airlines				
	Accounting Details				

Expense Type Required Information

*Description Required for the following Expense Types:

Agency Expense	Yes needs Description
Air Transportation	Not needed
Baggage	4 institutions would like it to be required Can we create Excess Baggage expense type? Check w Claire.
Commercial Transportation	Not needed
Ground Gasoline	Not needed
Incidentals	Yes
Laundry	Yes
Miscellaneous Travel	Yes
Drug Testing	Yes
Memberships	Yes
Postage	No
Supplies – Other	Yes

Expense Type Required Information

*Merchant Required for the following Expense Types:

Air Transportation	Remove merchant. Make sure Ticket is required.
Rental Car	Keep as is

Updating Default ChartField Values

- ▶ Should traveler have access to modify their Default ChartField Values?

- ▶ Travel and Expenses
 - ▶ Approve Transactions
 - ▶ Manage Employee Information
 - Load Employee Data
 - Update Profile
 - Process Employee Notifications
- ▶ Corporate Credit Cards
- ▶ Manage Expenses Security
- ▶ Expense Report
- ▶ Time Report
- ▶ Travel Authorization
- ▶ Cash Advance
- ▶ Process Expenses
- ▶ Manage Accounting
- ▶ Real-Time Analysis
 - Travel and Expense Center
 - T and E Administration Center
- ▶ Accounts Receivable
- ▶ Accounts Payable
- ▶ BOR Menus
- ▶ Asset Management

Employee Data
Organizational Data
User Defaults
Bank Accounts
Corporate Card Information
Bank Accounts BOR

Katherine Smith

Expenses Processing Data Find | View All | First 1 of 1 Last

Valid for Expenses Yes

Reason for Status Passed All Validation Edits

Default Profile

Ignore Authorized Amounts

Ignore Group Location Amounts

Per Diem Amount Type Active Amounts

HR Information

Employee Status Active

Hire Date 11/19/2012

*GL Unit 98000 BOARD OF REGENTS

*Department 7310000 Administrative Services

Hours Per Period Use Business Unit Default

Supervisor Information

*ID 0022125

Name Wooddell, Donna

Default ChartField Values Personalize | Find | First 1 of 1 Last

*GL Unit	Fund	Dept	Program	Class	Bud Ref	Project
98000	10000	7310000	16400	11000	2017	

Queries

- ▶ Do existing queries meet your needs?
 - Any queries you have to copy and edit because they do not return the results you need?
 - Any queries needed that do not currently exist?
 - Expenses over 60 days to monitor expenses that should go on W2?

Queries

BOR_EX_ALTUSER	Lists Users with Alternates
BOR_EX_ALTUSER_EXPIRED	Expired Alt User Assignments
BOR_EX_APPROVED_TAUTHS	Approved TAuths
BOR_EX_CASHADV_AGING	Cash Advance Aging by BU
BOR_EX_CASHADV_APPLIED	Cash Adv Issued & Applied
BOR_EX_CASHADV_REIMB	Cash Adv Issued & Reimb
BOR_EX_CASHADV_TO_UNAPPLY	Cash Adv Issued & Applied
BOR_EX_DUE	Approved Transactions Not Paid
BOR_EX_EMPLOYEE_DELEGATES	Authorized to enter exp for em
BOR_EX_EXPENSE_ADJUSTMENTS	Expense Adjustments
BOR_EX_EXRPTS_BY_EXP_TYPE	ER Trans by Expense Type

Queries

BOR_EX_MISSING_CHARTFIELD	Update Profiles
BOR_EX_OPEN_CASHADV_BAL	Account 132300 Recon by Emplid
BOR_EX_OPEN_LIABILITY	Open Balances in 211500 Account
BOR_EX_OPEN_PREPAID_BAL	Account 132160 Recon by Emplid
BOR_EX_PAYMENT_METHOD_CHECK	EX Users w Pay Method of CHK
BOR_EX_PRIOR_BUD_REF	Bud ref and bud dt mismatches
BOR_EX_SUBMITTED_BY	Submitted by Delegate
BOR_EX_UNPOSTED_ACCRUAL	Unposted Expense Accruals
BOR_EX_UNPOSTED_ACCRUALS	Unposted Expense Accruals
BOR_EX_UNPOSTED_PYMNTS	Unposted Expense Payments
BOR_EX_WF_BLACK_HOLE	EX trans to be reassigned



Oracle Enhancements Requested

Oracle Enhancements Requested

- ▶ Ability to modify Accounting Details on Cash Advances
- ▶ Ability for escheated expense checks to automatically generate accounting entries

Training & Documentation

Training & Documentation Recently Updated

- Registering as a New Self-Service User
 - Entering Meals for First or Last Day of Travel when Meals(s) Provided
 - Modifying an Expense Report
 - Submitting an Expense Report
 - Travel and Expenses Queries and Reports
- ▶ http://www.usg.edu/gafirst-fin/documentation/category/travel_and_expenses

Training & Documentation

- ▶ Other documentation and training needs?
 - Business Process Documentation
 - Training

Training & Documentation

- ▶ Examples
 - Cancel Travel Authorizations
 - Reconcile Cash Advances
 - Close Expense Reports
 - Cancel Expense Payment
 - Void/Reissue
 - Void/Do Not Reissue

Other Requested Enhancements?

Prioritization of Enhancements

Let's Discuss & Prioritize!

- ▶ Rank each Enhancement item
 - 1 = Highest Priority
 - 2 = 2nd Highest Priority
 - 9 = Lowest Priority

- ▶ One submission per institution
 - Enhancement Score Sheet
 - Send to Kate.Smith@usg.edu by 3/24/17.

Enhancements Available for Implementation

Module Enhancement Review		
Topic	Implementation Complexity	Prioritization Score
Expenses WorkCenter	Med	
Fluid – Mobile Functionality	High	
Attachment Functionality for Approvers	Low	
Risk Templates	Med	
Approval Refinement Templates	Med	
Travel Reservations	High	
Remove Required Fields on Expense Types	Low	
Default ChartField Values Editable by Traveler on Expense Profile	High	
Training & Documentation	High	

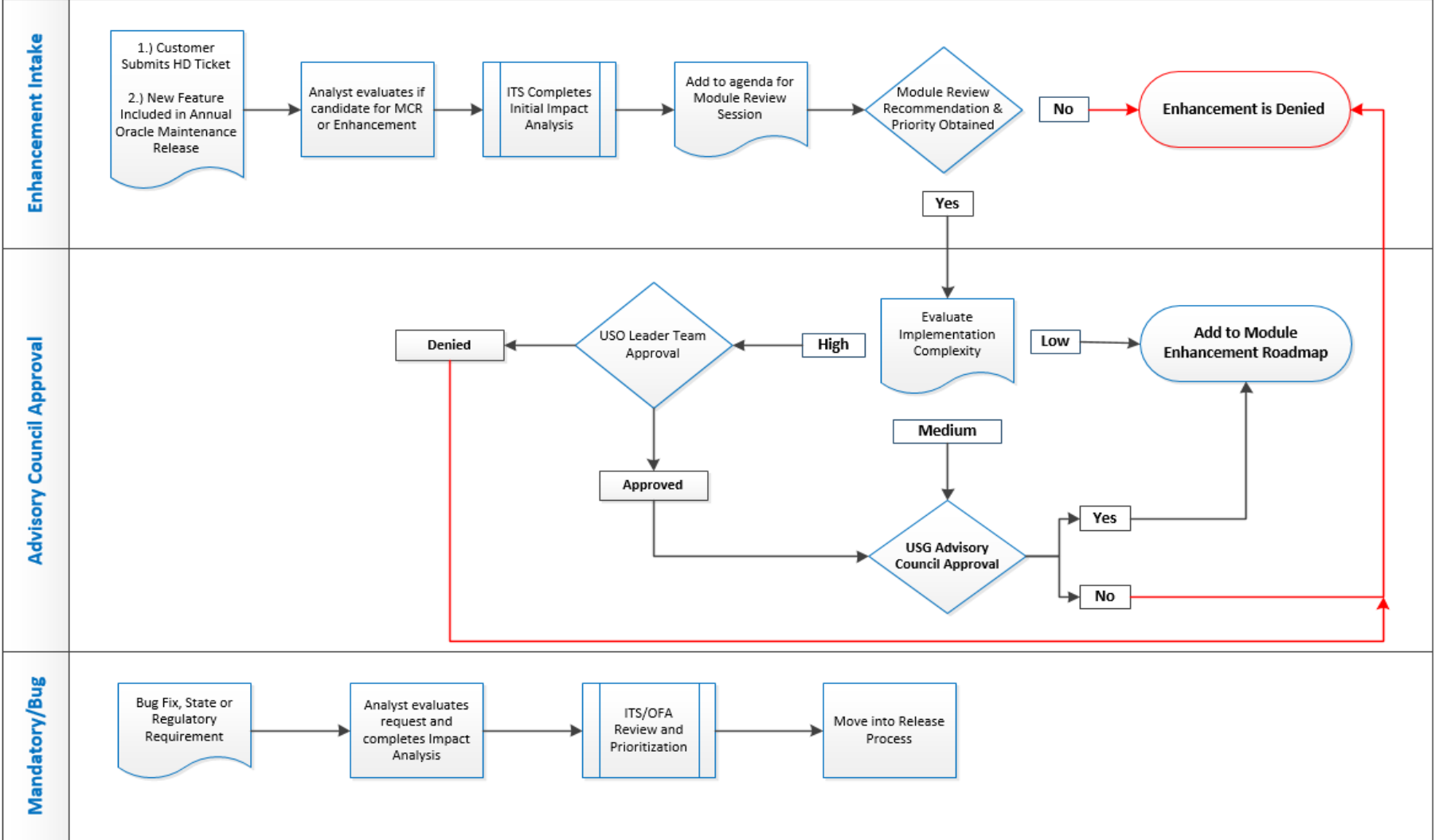
Change Management Process

- ▶ Depending on the implementation complexity (High, Medium, Low), USO Leader Team and/or USG Advisory Team approval required.

Change Management Process

9.2 PeopleSoft Financials Model Change/Enhancement Request Process

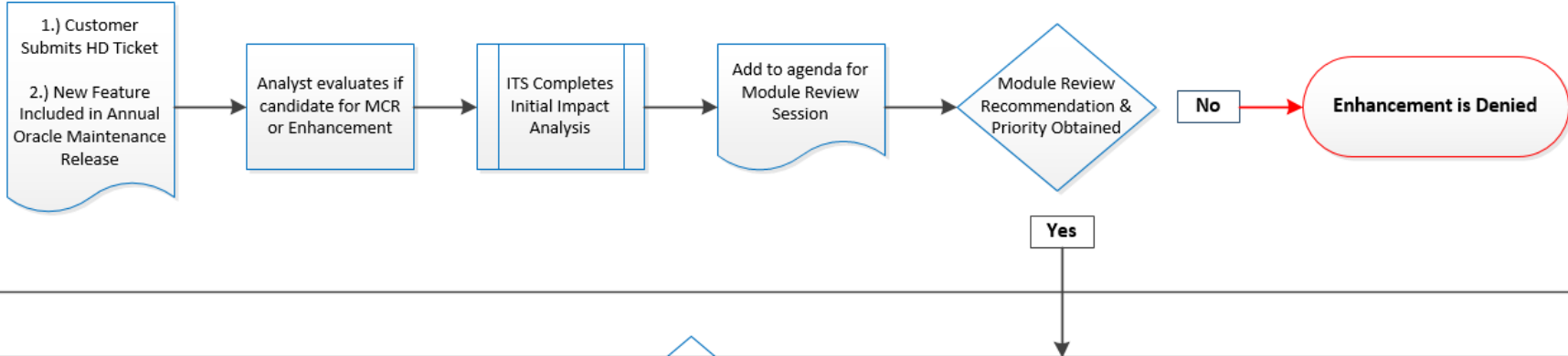
Phase



Change Management Process

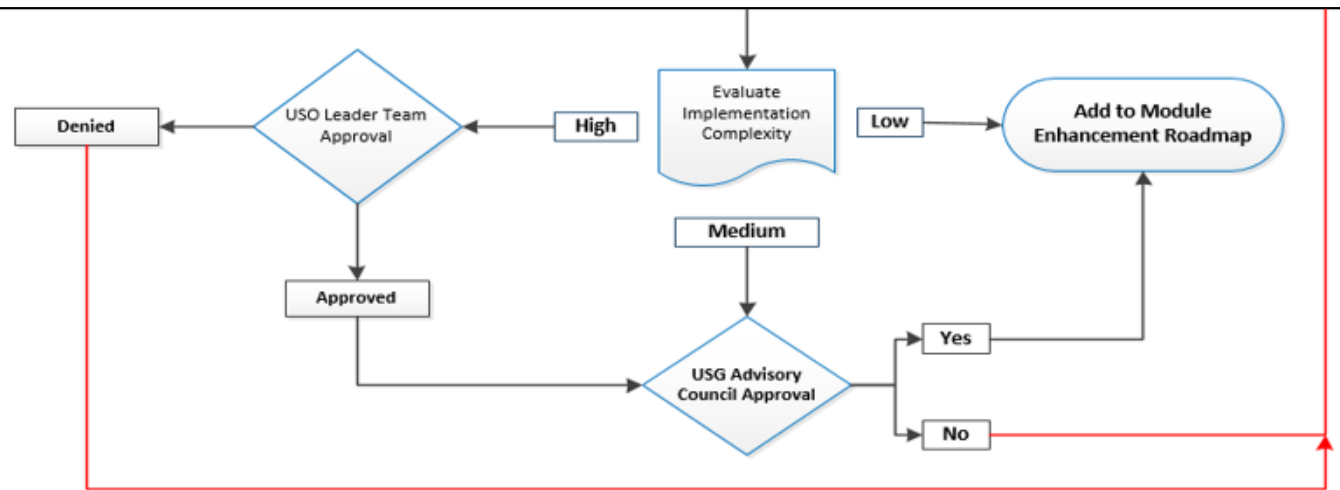
9.2 PeopleSoft Financials Model Change/Enhancement Request Process

Enhancement Intake



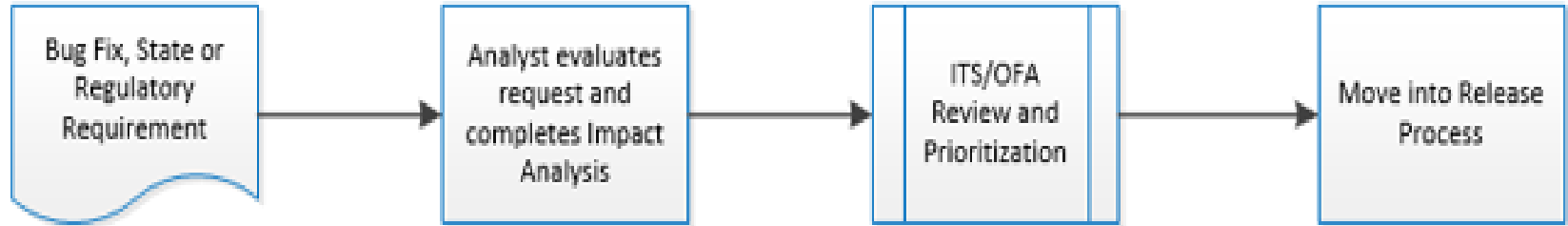
Change Management Process

Advisory Council Approval



Change Management Process

Mandatory/Bug



**Please complete session
evaluation**

**Your feedback is very important
to us!**



Questions?