

PSFIN v9.2 Expenses Administrator Participant Guide

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Introduction

This PSFIN Expenses Administrator Training Participant Guide is designed to help you prepare to process Expense transactions in the upgraded version of PeopleSoft financials. Before this training, all participants should view the PSFIN v9Upgrade Expense video that can be accessed [here](#) (this is the same video as referenced in the End-User Train-the-Trainer class). The purpose of this video is to prepare you on the basics of the Expense module, as well as highlight some of those aspects of the module that are changing. This video is only 15 minutes long, but it will prepare you for this training.

This PSFIN Expense Administrator training consists of six lessons, plus a bonus lesson at the end for those institutions that use Cash Advances:

- Lesson 1: Travel and Expense Process Flow
- Lesson 2: Traveler and Approver Information in Expense Module
- Lesson 3: Budget Checking and Approving Expense Transactions for Payment
- Lesson 4: Routine Processing of Expenses
- Lesson 5: Miscellaneous Processing of Expenses
- Lesson 6: Expense Reports and Queries
- Bonus Lesson: Cash Advance Processing and Reconciliations

Because not every institution uses Cash Advances, we are holding a separate lesson on reconciling Cash Advances at the end of the training day. This will occur after all other training has been completed. For those participants from institutions that do not use Cash Advances, they may leave for the day. However, if they wish to learn more about processing Cash Advances, they are welcome to stay.

There will also be plenty of time at the conclusion of the training for questions and answers.

Lesson 1: Travel and Expense Process Flow

There are many parts and roles involved when it comes to processing Expense transactions. To help you get a grasp on all of these tasks and responsibilities, this lesson will explain how everything works together.

As a reminder, there are three types of Expense transactions: Expense Reports, Travel Authorizations, and Cash Advances.

- Expense Report
 - Transaction entered by end-user requesting reimbursement for expenses incurred during official travel or for other reimbursable expenses (dependent on institution)
 - Expense Report must have a Valid budget checking status before it can be approved
 - AP Auditor performs final approval on Expense Reports
- Travel Authorization
 - Transaction entered by end-user requesting approval for future travel
 - Requires budget checking to create an encumbrance
 - Travel Authorizations must be applied to an Expense Report or canceled to relieve the encumbrance
- Cash Advance
 - Transaction entered by end-user to help minimize the impact of business travel on personal finances
 - Does not require budget checking
 - AP Auditor performs final approval on Cash Advances
 - Cash Advances must be applied to an Expense Report or repaid to the institution

In its simplest form, the process flow for Expense Reports is:

- End User enters Expense Report
- Expense Report is Budget Checked
- Approvers approve Expense Report, making it available for payment
- Liabilities are posted for Expense Reports
 - Creates accounting entries for Expense Reports used to generate journals for posting to GL
- Payments are staged for Expense Reports
 - Loads approved payments into Expense Report Staging table
 - Ignores payments if payments are on hold
- Accounts Payable runs Expense pay cycle
- Payments are posted for Expense Reports
 - Creates accounting entries to credit cash accounts for recording payments and debits generates offsetting debit to the Expenses accrual account
 - Populates the EX_ACCTG_LINE table with data staged for posting to GL
 - Updates expense report from staged to paid

- Employee Notification batch process runs to notify employees of paid expense reports

In its simplest form, the process flow for Travel Authorizations is:

- End User enters Travel Authorization
- Travel Authorization is Budget Checked
- Approvers approve Travel Authorization
- End User completes travel indicated on Travel Authorization
- End User creates Expense Report from Travel Authorization
- Expense Report is Budget Checked (encumbrance from Travel Authorization is relieved and expenditure for Expense Report is created)
- Approvers approve Expense Report, making it available for payment
- Liabilities are posted for Expense Reports
 - Creates accounting entries for Expense Reports used to generate journals for posting to GL
- Payments are staged for Expense Reports
 - Loads approved payments into Expense Report Staging table
 - Ignores payments if payments are on hold
- Accounts Payable runs Expense pay cycle
- Payments are posted for Expense Reports
 - Creates accounting entries to credit cash accounts for recording payments and debits generates offsetting debit to the Expenses accrual account
 - Populates the EX_ACCTG_LINE table with data staged for posting to GL
 - Updates expense report from staged to paid
- Employee Notification batch process runs to notify employees of paid expense reports

In its simplest form, the process flow for Cash Advances is:

- End User enters Cash Advance
- Approvers approve Cash Advance, making it available for payment
- Payments are staged for Cash Advances
 - Loads approved payments into the Cash Advance staging tables
- Accounts Payable runs Expense Pay Cycle
- Payments are posted for Cash Advances
 - Generates accounting entries to cash accounts
 - Updates transaction from staged to paid
 - Credits cash account and generates offsetting debit to the Expenses accrual account
- Employee Notification batch process runs to notify employees of paid Cash Advance
- End User completes travel
- End User creates Expense Report and applies Cash Advance to it
- Expense Report is budget checked
- Approvers approve Expense Report making it available for processing and possible payment
- Liabilities are Posted

- Payments are Staged (if applicable)
- Payments are Posted (if applicable)

Lesson 2: Traveler and Approver Information in the Expense Module

For the Expense module to work properly, it must have accurate information on its end users. In addition to having end users set up so that they can enter expense transactions in the system, how approvers are set up is critical for expense transactions moving through Workflow.

Employee Information in the Expense Module

Employee information is fed from the HR/Payroll Application twice daily during the Employee Load process. New employees should be loaded by their start date so that they can register for a self-service account immediately. If a new employee needs additional access to PSFIN, the Local Security Administrator needs to add the additional roles.

The information that populates the Employee Profile from the HR/Payroll Application includes:

- Employee Data
 - Employee name, address, etc.
- Organizational Data
 - Employee's department
 - Employee's default Chartfields
- Bank Accounts
 - Reimbursement method (EFT or Check)
 - Bank information for reimbursement (for EFT reimbursements)
 - In HR/Payroll Application, make sure Sweep Excess Funds or Net Remaining Pay is checked next to the bank account information you wish to feed to PeopleSoft Expenses

If needed, an Expense Administrator can edit an employee's profile.

Editing an Employee Profile

1. Navigation: PSFIN Core > Travel and Expenses > Manage Employee Information > Update Profile
2. On Employee Data tab, review employee information
3. Select Organizational Data tab to review information
4. Select Bank Accounts tab
 - a. In HR/Payroll Application, make sure Sweep Excess Funds or Net Remaining Pay is checked next to the bank account information traveler wishes to feed to PeopleSoft Expenses
5. Save changes

Viewing Employee Transactions in the Expense Module

When needed, an Expense Administrator can easily pull up an employee's expense transactions. When viewing expense transactions, you can view by Transaction ID, Transaction Description, Employee Name, Employee ID, Report Status, or Creation Date. You can also easily print an Expense Report by Expense Report ID.

View Employee Transaction

1. Navigation: PSFIN Core > **Travel and Expenses** > **Expense Report** (or Travel Authorization or Cash Advance) > **View**
2. Enter one or more of the following to locate the transaction: Report ID, Report Description, Name, Empl ID, Report Status, or Creation Date
3. Click the **Search** button
4. In the search results, select the **Report ID** link to view the transaction

Print an Employee Expense Reports

1. Navigation: PSFIN Core > **Travel and Expenses** > **Expense Report** > **Print**
2. Enter a new **Run Control ID** on the **Add a New Value** tab and click **Add**, or select one on the **Find an Existing Value** tab and click **Search**
3. Enter the Expense Report ID in the **Report ID** field (or search using the Look Up icon)
4. Select the checkbox for "Include Expense Notes for..." to print any notes entered on the Expense Report. The notes are printed on a separate PDF.
5. Select the **Run** button
6. Click **OK** and then take note of the Process Instance number
7. Select the **Report Manager** link
8. Select the **Administration** tab
9. Select the **Refresh** button periodically until the report has posted successfully.
10. Select the report link in the Description column to view the report.

Approver Assignments in Workflow

Approver assignments are the backbone for Workflow approvals. Depending on the institution, the Local Security Administrator, Workflow Administrator, or an Expense Administrator may be responsible for setting up employees as Expense approvers. If you have the proper security, you can assess the Approver Assignment page.

Accessing the Approver Assignments Page

1. Navigation: PSFIN Core > **Set Up Financials/Supply Chain** > **Product Related** > **Expenses** > **Management** > **Approval Setup** > **Approver Assignment**
2. Enter or Select **Business Unit**
3. Enter or Select **Approver Profile** (DEPT_MANAGER1, AP_AUDITOR, etc.)
4. Select **Search**

Assigning Alternate Approvers

Approvers should be instructed to assign an alternate approver to take over their approval responsibilities if they know they are going to be out of the office and unable to complete Worklist

tasks. However, if an approver has not done this, the Expense Administrator can do this for the approver. This may be necessary when an Approver is unexpectedly absent from work for an extended period for of time.

By assigning an alternate approver, the system automatically routes any new transactions that were supposed to go to the original approver to their alternate approver. If there are any existing transactions in the original Approver's Worklist, they will not automatically be moved. You will need to reassign those transactions.

Assign an Alternate Approver

1. Log into PSFIN core > **PeopleTools** > **Security** > **User Profiles** > **Distributed User Profiles**
2. Enter the **User ID** of the employee and click Search
3. Select the **Workflow** tab
4. The Workflow Attributes section is used to re-route future transactions for a temporary period of time and will not re-route transactions that are already in the employee's Worklist
5. Enter or search for the alternate approver in the **Alternate User ID** field
6. Enter the beginning date when transactions are to be sent to the alternate user in the **From Date** field
7. Enter the last date when transactions are to be sent to the alternate user in the **To Date** field
8. Click the **Save** button

Reassigning Expense Transactions

If an Approver cannot work the Expense transactions that are currently sitting in their Worklist, they can reassign them. If they are unable to reassign them for any reason, as the Expense Administrator, you can reassign the transactions through PSFIN Core. There may be times when you need to perform this task when the system has sent a transaction to the wrong approver.

When you reassign an Expense Transaction, the system validates the User ID and the transaction. If you try to reassign the transaction to the same (original) approver, the system generates an error. If you reassign the transaction to the person who actually submitted it, the transaction will reassign it, but that person will receive an error if they try to approve their own transaction.

Reassign an Expense Transaction

1. Navigation: PSFIN Core > **Travel and Expenses** > **Manage Expenses Security** > **Reassign Approval Work**
2. Enter the **User ID** of the employee whose transactions need reassignment and click **Search**
3. Click the **Select** checkbox next to the transaction you wish to reassign
4. Click the **Look Up** icon next to the **Reassign Work To** field to select who you want to route the transaction to
5. Select an entry in the **User ID** column. Note that the user must be setup as an approver for the transaction to be properly routed
6. Click the **Reassign** button

Lesson 3: Budget Checking and Approving Expense Transactions for Payment

In this lesson, we are concentrating on budget checking and final approvals. Travel Authorizations and Expense Reports must have a Valid budget checking status before they can be approved at any stage. Therefore, it may be necessary to correct any budget checking errors before any Approvers can act on the transaction.

This lesson also goes over some processes that you may need to perform to reset accounting dates on Expense transactions, verifying receipts, and giving final approval on an Expense Report or Cash Advance for payment.

Budget Checking Expense Transactions

Budget checking is required for all Travel Authorizations and Expense Reports. Budget checking is the comparison of a pending transaction amount against the budget it is set to be charged to. A Valid budget checking status indicates that the transaction has passed budget checking and can continue the approval process.

In addition to newly submitted transactions, the following Expense Reports and Travel Authorizations require budget checking:

- Transaction was previously budget checked, but is being canceled or denied
- Amounts or distribution information on the transaction was previously budget checked but have been changed
- Transaction was previously budget checked but is being sent back to the end user for revisions
- Payment for Expense Report is canceled and voided (not to be reissued)

Budget checking can be done online or via a nightly batch process. The first stage approver may perform online budget checking as an option if he/she does not want to wait for the batch process. In addition, an Expense Administrator may run the batch process at any time.

Running Batch Budget Checking Process

1. Navigation Path: PSFIN Core > **Travel and Expenses** > **Manage Accounting** > **Request Budget Checking**
2. Select or create a **Run Control**
 - a. If creating a new Run Control, enter/select Business Unit and enter a description
3. Depending on the item(s) you want to budget check, select one of the following:
 - a. All Expense Reports
 - b. All Travel Authorizations
4. Select **View Transaction Details** to perform budget checking on a transactional basis instead of budget checking all transactions
 - a. Select the transaction you wish to budget check with a checkmark
5. Select the **Save** button

6. Select the **Run** button

Correcting Budget Checking Exceptions

Before an Expense transaction can be approved, if it has a budget check exception, it must be corrected.

If a transaction fails budget checking, it has a budget checking exception. There are two types of budget checking exceptions: Warnings and Errors.

- Budget Checking Warning: The system records the transaction but informs you of the exception conditions
- Budget Checking Error: The transaction has failed budget checking and must be corrected before moving on for approval and posting to the Commitment Control ledgers and General Ledger.

There are a few reasons why a transaction fails budget checking, including:

- The Chartfields in the accounting distributions are incorrect
- There are insufficient funds in the budget
- The budget is permanently or temporarily closed
- No budget exists

Review and Correct Budget Check Exceptions

1. Navigation Path: PSFIN Core > **Travel and Expenses** > **Manage Accounting** > **Expense Rpt Budget Exceptions** or **Travel Auth Budget Exceptions**
2. Enter the **Expense Report ID/Travel Authorization ID** or search for the transaction using Search Criteria
3. Select **Search**
4. On the **Exceptions** tab, review the **Budget Exceptions**
 - a. Select the **Details** icon to see more information about the Budget Exception including Line Number, Chartfields, line status, budget date, and line amount
5. On the **Budget Chartfields** tab, review the Chartfields used
6. If you have the proper security, you may be able to override the transaction by checking the **Override Transaction** box and selecting **Save**

Resetting Accounting Dates on Travel Authorizations

Expense Administrators can use this process to modify the accounting date of a travel authorization before it is fully approved and sourced into an expense report. This process flips the budget checking status to "Not Checked" and updates the Accounting Date to the current date.

After resetting the Travel Authorization accounting date, the Travel Authorization must be budget checked. If additional approvals are needed on the Travel Authorization, they must be made within the same business day as the new accounting date.

This must be done if a Travel Authorization is in the approval process and does not get fully approved in the current accounting period. The accounting date must be updated before any additional approval action can be taken. The transaction will remain stuck in the approver's Worklist until the accounting date is updated.

Reset Accounting Date on a Travel Authorization

1. Navigation: PSFIN Core > **BOR Menus** > **BOR Expenses** > **BOR EX Month End** > **Reset Travel Authorization**
2. Select the **Search** button to bring up all Travel Authorizations that have not been approved and that are from prior accounting periods
3. Select a Travel Authorization by clicking its link
4. When the Travel Authorization is displayed, click the **Save** button to flip the budget checking status to **Not Check'd** (the accounting date changes to the current date)
5. In the menu, select **Travel and Expenses**
6. Select **Manage Accounting**
7. Select **Request Budget Checking**
8. Search for and select a **Run Control ID** or add a new run control and click the **Add** button
9. In the **Transaction Type** drop down, select **All Travel Authorizations**
10. Select the **View Transaction Details** link
11. Select the Travel Authorization that you reset and click Run
12. Click **OK**
13. Select the **Process Monitor** link
14. Select the **Refresh** button until the process completes
15. Once completed, select **Commitment Control** in the menu
16. Select **Review Budget Activities**
17. Select **Activity Log**
18. Enter an new inquiry name or select an existing one
19. In the **Transaction Type** field, use the **Look Up** icon and select **EX_TRVAUTH**
20. Enter the **Travel Authorization ID** in the **Travel Auth ID** From field
21. Select **Search**
22. Review the results; note that there is the original encumbrance in the period the Travel Authorization was first budget checked. After resetting, there is a reversal and a new encumbrance in the current period

Resetting Accounting Dates on Expense Reports

Once in the approval process, Expense Reports can only be approved if the accounting date on that report is within the current open period. The Approver is able to change the Accounting Date of an Expense Report within their Worklist. An Expense Administrator may also use the Reset Expense Report page to reset the accounting date on any Expense Report in process that is not in the current open period. Once the accounting date has been reset, the Expense Report is then available for budget checking and then approval.

Reset Accounting Date on Expense Report

1. Navigation: PSFIN Core > **BOR Menus** > **BOR Expenses** > **BOR EX Month End** > **Reset Expense Report**
2. Click the **Search** button
3. Select the link of the Expense Report that needs its accounting date reset
4. Select the **Save** button to flip the budget checking status to **Not Check'd**
5. Run Budget Checking on the Expense Report

Verify Expense Report Receipts

Certain Expense Types require accompanying receipts for reimbursement. Receipts can be verified online individually or in mass. To verify receipts for an Expense Report online while approving the transaction, the Approver enables the Expense Report Receipts checkbox.

To verify Expense Report Receipts in mass, an Expense Administrator can pull up all Expense Reports that need verification. If an Expense Report has already had its receipts verified, the page lists the date of verification.

Verify Expense Report Receipts in Mass

1. Navigation: PSFIN Core > **Travel and Expenses** > **Process Expenses** > **Verify Receipts** > **Validate Against Expenses**
2. Enter search criteria or you can search all Expense Reports – click the **Search** button
3. Review the **Receipts Received Column**:
 - a. “**N**” indicates that receipts have not been verified
 - b. “**Y**” indicates that receipts have been verified; if they have been verified, there is a corresponding date in the **Received Date** column
4. Select the Expense report that you need to verify receipts for by clicking its report description link
5. To indicate that you have verified the submitted receipts, select the **Receipts Verified** checkbox
6. Select the **Save** button
7. Click **OK**

Final Approval of Expense Transactions for Payment

The AP Auditor is the final Approver for Expense Reports and Cash Advances. Travel Authorizations do not require AP Auditor approval. The AP Auditor brings up expense transactions to approve through their Worklist, which they access through PSFIN Core.

The Approval actions are just like other Approver’s actions and options. One new feature in this version allows an Approver to “un-deny” a line on an Expense Report that a previous Approver denied. This may be helpful for AP Auditors when they come across a denied expense line that was erroneously denied. Rather than asking the traveler to resubmit the transaction, the AP Auditor can instead approve the previously denied line.

Approving an Expense Report and Un-Deny a Previously Denied Line

1. Navigation: PSFIN Core > **Worklist**
2. Select the **Expense Report** to approve
3. Review the information on the Expense Report
4. If an Expense line was denied by a previous approver and you need to “un-deny” that line, continue. Otherwise, go to step #5
 - a. The total non-approved expenses are listed in the **Expense Report Totals** section
 - b. The denied expense line will have a reason at the end of its row that the approver who denied it selected
 - c. If the expense line is a reimbursable expense, un-deny the denied expense line by selecting its **Approve** checkbox
 - d. Note that the denial reason is removed
 - e. Before you can approve this expense report, it must be re-budget checked due to the updated totals
 - f. To perform online budget checking, select the **Budget Options** link and click the **Budget Check** button. If budget checking resulted in errors, they must be corrected prior to approving the transaction.
5. To approve the Expense Report for payment, select the **Approve** button (if not approving, select the appropriate choice: Send Back, Hold, Deny, Save Changes)
6. Click **OK**

Lesson 4: Routine Processing of Expenses

As mentioned in the first lesson, once an Expense Report has been approved for payment, it is ready for Expense processing. After successful budget checking and final approval for payment, an Expense Report goes through the following steps for processing:

- Posting Liabilities
- Staging Payments
- Reviewing and Updating Staged Payments if necessary
- AP Processes the Expense Pay Cycle
- Update Paid Statuses
- Posting Payments
- Running the Employee Notification Batch Process

Posting Liabilities

The first step in processing Expense transactions for payment is to post liabilities. The Post Liabilities process creates accounting lines for expense transactions that are used to generate journals for posting to the General Ledger. The Post Liabilities process uses the EXACCRUAL Journal Template.

If you post liabilities for an Expense Report and realized that you need to change the accounting entries, you can un-post the Expense Report (see lesson 5).

You will notice that there is one page for processing Expense transactions where you can run multiple processes at the same time. However, make sure not to run the Stage Payments process and the Unstage Payments process at the same time.

When posting liabilities for Expense Reports, the process:

- Debits the chartfields indicated on the Expense Report
- Credits the Expenses Accrual Account (as specified in the Accounting Entry template)

When posting liabilities for Cash Advances from a Cash Advance source that generates a Payment:

- Debits the advance to the Employee Advance Account
- Credits the Expenses Accrual Account (both are specified in the Accounting Entry template)

When posting liabilities for Cash Advances from a Cash Advance source that does not generate a payment:

- Debits the advance to the Employee Advance Account
- Credits the Chartfields selected when the Cash Advance was created

After the Post Liabilities process runs, there should be "0" under the Expense Reports and Cash Advances columns (after refreshing the page).

Post Liabilities

1. Navigation: PSFIN Core > **Travel and Expenses** > **Process Expenses** > **Expense Processing**
2. Add a **Run Control ID** and click **Add** (or select from a previously created one)
3. On the Expense Processes page, note how many Expense Reports and Cash Advances are ready for Posting Liabilities. If only zeros appear, click the **Refresh** button to populate the columns.
4. Select the **Post Liabilities** checkbox
5. Select **Save**
6. Select **Run**
7. Select **OK** and note your **Process Instance** number
8. Select the **Process Monitor** link
9. Locate your process instance in the process monitor and wait for the Run Status to display **Success** and the Distribution Status to display **Posted**. Occasionally, you may need to select the **Refresh** button.
10. Once the process has run successfully and posted, select the **Go back to Expense transactions** link
11. Review the transactions that are listed in the **Post Liabilities** row. If the process ran successfully, there should be zeros in both the Expense Reports and Cash Advances columns.

Staging Payments

After posting liabilities, you can begin processing payments. The first step in processing payments is to select those transactions with a status of "Approved for Payment." This process loads these approved transactions into either the Cash Advance staging table (EX_ADVNC_PYMNT) or the Expense Report staging table (EX_SHEET_PYMNT).

The Staging Payments process will not select transactions if the "Hold Payments" checkbox is selected on the employee's profile (on the Bank Accounts page).

After running the Stage Payments process successfully, the Expense Processing page should show the combined total of Expense Report transactions and Cash Advance transactions in the Payments column of the Stage Payments row. When transactions appear in the Payments column, they are ready to be picked up the next time Accounts Payable runs an Expense pay cycle.

Also, after you stage payments, you still have one more opportunity to place a payment on hold or review the staged payment before it is paid. You are also able to unstage a payment if necessary (see lesson 5).

Stage Payments

1. Navigation: PSFIN Core > **Travel and Expenses** > **Process Expenses** > **Expense Processing**
2. Add a **Run Control ID** and click **Add** (or select from a previously created one)
3. On the Expense Processes page, note how many Expense Reports and Cash Advances are ready for Staging Payments. If only zeros appear, click the **Refresh** button to populate the columns.
4. Select the **Stage Payments** checkbox
5. Select **Save**
6. Select **Run**
7. Select **OK** and note your **Process Instance** number

8. Select the **Process Monitor** link
9. Locate your process instance in the process monitor and wait for the Run Status to display **Success** and the Distribution Status to display **Posted**. Occasionally, you may need to select the **Refresh** button.
10. Once the process has run successfully and posted, select the **Go back to Expense transactions** link
11. Review the transactions that are listed in the **Stage Payments** row. If the process ran successfully, you should see the combined total of Expense Report transactions and Cash Advance transactions now appearing in the **Payments** column of the Stage Payments row. These payments are now ready to be picked up for payment the next time the AP Expenses pay cycle is run.

Review and Update Staged Payments

This optional step allows you to review expenses that have been staged for payment before the Expense pay cycle is run. It also provides you the opportunity to hold a payment if necessary. This is the only way to make changes to payments or place them on hold. Once they have been selected for payment in the Accounts Payable Pay Cycle, no more changes or holds are allowed.

If you place a payment on hold, it will not get selected for payment until the next time the Stage Payments process is run, or when you manually uncheck the “Hold Payment” box. You can also update the staged payment by changing the payment method from EFT to Check or vice versa.

Review and Update Staged Payments

1. Navigation: PSFIN Core > **Travel and Expenses** > **Process Expenses** > **Update Staged Payments**
2. Select either **Cash Advance Payments** or **Expense Report Payments**, depending on which transaction type you wish to review
3. Search for staged transactions by the employee’s name or ID. To display all staged transactions, leave the fields blank and click **Search**; then select an employee to display the staged payment
4. In the **Bank Information** section, you have the opportunity to review/modify the bank information from which these staged transactions will be paid. You can also confirm/modify the Payment Method for these transactions
5. In the **Expense Report Detail** section or the **Cash Advance Report Detail** section, the individual transactions that are staged for this employee are listed. Review the details of a transaction by selecting its link in the **Report ID** or **Advance ID** column
6. You can select the **Hold Payment** checkbox to place a transaction on hold. If you do this, the held transaction will not get selected for payment until the next Stage Payments Process is run, or until you return to this page and manually uncheck the Hold Payment box.
7. Click **Save**

Pay Cycle is Run

After payments have been staged in expenses, Accounts Payable is then able to run the Expense pay cycle. This procedure falls under the Accounts Payable module.

Posting Payments and Updating Paid Statuses

After the Expense pay cycle has successfully completed, you are then able to run the Post Payments and Updated Paid Statuses processes. The Post Payments process generates accounting entries to cash accounts to record payments. The Update Paid Statuses process updates the Expense transaction from staged (STG) to paid (PD).

The resulting accounting entries are used to generate journals to the General Ledger. The system credits the cash account and generates offsetting debits to the Expense Accrual Account (as specified in the Accounting Entry Template). The process populates the EX_ACCTG_LINE table with data staged for posting to the General Ledger.

If the Post Payments process runs successfully, there should be no transaction counts listed in the Post Payments row.

Post Payments and Update Paid Statuses

1. Navigation: PSFIN Core > **Travel and Expenses** > **Process Expenses** > **Expense Processing**
2. Add a **Run Control ID** and click **Add** (or select from a previously created one)
3. On the Expense Processes page, note how many Expense Reports and Cash Advances are ready for Posting Payments. If only zeros appear, click the **Refresh** button to populate the columns.
4. Select the **Post Payments** checkbox and the **Update Paid Statuses** checkbox
5. Select **Save**
6. Select **Run**
7. Select **OK** and note your **Process Instance** number
8. Select the **Process Monitor** link
9. Locate your process instance in the process monitor and wait for the Run Status to display **Success** and the Distribution Status to display **Posted**. Occasionally, you may need to select the **Refresh** button.
10. Once the process has run successfully and posted, select the **Go back to Expense transactions** link
11. Review the transactions that are listed in the **Post Payments** row and the Update Paid Statuses row. If the process ran successfully, you should see no transaction counts listed in the **Post Payments** row or the **Update Paid Statuses** row.

Employee Notification Batch Process

This process runs automatically in the nightly batch and notifies employees that payments for their Expense transactions have been processed. This process also notifies employees when they have outstanding Cash Advances that have not been reconciled to an Expense Report within a defined period. The GeorgiaFIRST default period for this is 10 days.

Reviewing Accounting Entries

After running Expense processing, you can view the resulting Cash Advance and Expense Report accounting entries. Your security access dictates the extent of the information that you can see including the employee profile and transaction detail.

Review Expense Report Accounting Entries

1. Navigation: PSFIN Core > **Travel and Expenses** > **Manage Accounting** > **View/Adjust Accounting Entries** > **Expense Report Acctg Entries**
2. Enter the **Expense Report ID** you wish to view, or click **Search** to display all Expense Reports
 - a. Select the **Advanced Search** link to search by additional criteria
3. Select the **Expense Report** by clicking its link
4. The **Expense Report Acctg Entries** page displays.
5. If you click the **Employee Profile** icon next to the User ID, this opens a new window/tab with that employee's profile if you have adequate security access
6. If you click the **Expense Report Detail** icon next to the Report ID, a new window/tab opens to display a view of the expense report if you have adequate security access
7. To show all columns in the Expense Report Journal Lines section, select the **View All** link
8. Review the information regarding the accounting entries for the Expense Report

Lesson 5: Miscellaneous Processing of Expenses

At times, you may need to perform some non-routine processing of Expenses. This may include:

- Unposting an Expense Report
- Updating an Unposted Expense Report
- Unstaging an Expense Payment
- Canceling an Expense Payment
- Closing an Expense Report
- Adjust Paid Expenses

Unpost an Expense Report and Update It

If needed, you can unpost an Expense Report that you have already posted liabilities for. You may then update it as necessary. This may be necessary to change the accounting entries for an expense transaction.

This is a two step process. First, you mark the Expense Reports you want to unpost and run a process to reverse the accounting liability entries and make the Expense Report available for Chartfield editing. You must also budget check the transaction. Once the unposting process is complete, you can update the accounting entries through the Update Unposted Expense Report page. Note that you can only update Chartfields for individual expense items. You cannot deny or reapprove the expense report. After saving your changes, you post the revised expense report liabilities the next time you run the Post Liabilities process.

Unpost an Expense Report and Update It

1. Navigation: PSFIN Core > **Travel and Expenses** > **Manage Accounting** > **View/Adjust Accounting Entries** > **Mark Expense Report for Unpost**
2. Enter the **Expense Report ID** and click **Search**, or leave the field blank and click **Search** to display all Expense Reports available for unposting
3. Select an Expense Report by selecting its link
4. On the **Mark Expense Report for Unpost** page, choose to use the **current date** or a **specific date** (such as unposting within the same period as the original creation date)
 - a. If selecting **Use Specific Date**, enter the appropriate date
5. Select the **Unpost** button
6. Click **OK**
7. The Expense Report has been marked for unposting and now you can actually unpost it
8. From the breadcrumbs along the top of the page, select **Travel and Expenses** > **Process Expenses** > **Expense Processing**
9. Enter or select a **Run Control ID**
10. On the Expense Processing page, click **Save** and click **Refresh** to update the transaction counts.
11. Click the **Unpost Expense Report** checkbox and note how many are in the Expense Reports column
12. Click the **Run** button.

13. Click the **Select** checkbox next to the EX_TRAN_PRCs if it is not already selected.
14. Click **OK**
15. Select the **Process Monitor** link
16. Click the **Refresh** button periodically until the Status displays **Posted**
17. Select the **Go back to Expense Transactions** link
18. Verify that the Expense Report column shows **0** in the **Unpost Expense Report** row
19. You are now able to update the unposted Expense Report (Chartfields only)
20. Navigation: **Travel and Expenses > Manage Accounting > View/Adjust Accounting Entries > Update Unposted Expense Report**
21. Select the **Search** button
22. Locate the **Expense Report** needing updating and select its link
23. Select an entry in the **Expense Type** column for the row you wish to update
24. Select the **Update Accounting Detail** link so that you can modify the Chartfields
25. Make the appropriate Chartfield edits and then click **OK**
26. Select the **Return to Expense Report** link
27. Select the **Save** button and then click **OK** to confirm
28. The Expense Report will be picked up for Posting Liabilities the next time that process is run

Unstaging an Expense Payment

There may be occasions when you need to unstage an expense payment. For example, if an Expense Report gets fully approved and staged but then you discover that something is incorrect, and it needs to be deleted.

The Unstaging Expense Payments process resets the “Approved for Payment” flag on staged payments that have not yet been selected for payment and changes the header and lines status back to “Approved for Payment.” This process then inserts a row on a new table for unstaging and deletes the row from either the EX_SHEET_PYMNT or EX_ADVANCE_PYMNT.

The next time the Staging process is run, it picks up these unstaged payments and restages them with current information. Be sure not to run the Stage Payment process and the Unstage Payment process at the same time.

Unstage Expense Payments

1. Navigation: **Travel and Expenses > Process Expenses > Expense Processing**
2. Enter or select a **Run Control ID**
3. Select the **Unstage Payments** checkbox (note the number of payments)
4. Click **Save**
5. Click **Run**
6. Make sure that the **Select** checkbox is selected for your process on the **Process Scheduler** page and click **OK**
7. Select the **Process Monitor** link
8. Periodically click **Refresh** until the process has a Status of **Success** and a Distribution Status of **Posted**

9. The next time the Staging Process is run, it will pick up these payments and restage them with current information

Canceling Expense Payments

If needed, you may cancel expense payments but it is a two-step process. The payment must first be canceled in Accounts Payable. This first step updates the payment tables so that the correct accounting entries can occur. Once this is done, you can cancel the payment in Expenses. This generates the correct accounting entries associated with canceling the payment based upon the action selected in Accounts Payable. The Accounts Payable actions include:

- Do Not Reissue/Close Liability
 - If this is the AP action when canceling the payment, Expenses will perform the Close Liability step and reverse the amount.
 - Budget checking must be run on "Cancel Void Expense Reports"
- Re-Open Voucher(s)/Re-Issue
 - If this is the AP action when canceling the payment, Expenses will not perform the Close Liability step

Cancel an Expense Payment

1. Navigation: PSFIN Core > **Travel and Expenses** > **Process Expenses** > **Expense Processing**
2. Enter or select a **Run Control ID**
3. Click **Save** and **Refresh** to update transaction counts
4. Select the **Cancel Payments** checkbox
5. Click **Run**
6. Make sure the **Select** checkbox next to EX_TRAN_PRCs has been checked
7. Click **OK**
8. Select the **Process Monitor** link
9. Periodically click **Refresh** until the process has a Status of **Success** and a Distribution Status of **Posted**
10. Click the **Go back to Expense Transactions** link

Closing an Expense Report

Once an Expense Report is approved for payment, you may need to cancel it after you have already posted its liabilities. You can then close an expense report if you have not staged payments for it. This is a two-step process, where you first select the Expense Report you want to close. You then run the Expense Process which creates the correct accounting entries to close the Expense Report.

After closing and confirming your selection, the system marks the Expense Report for closing and changes the status to "Close in Process." On the Expense Processing Page, you run the Close process and select the Close Liability option when done. The liability entries are reversed for Expense Reports marked for closing and changes the status to Close.

Close an Expense Report

1. Navigation: PSFIN Core > **Travel and Expenses** > **Process Expenses** > **Close Expenses** > **Mark Expense Report for Close**
2. Select the **Search** button
3. Select an Expense Report by selecting an entry in the **Report ID** column
4. The Expense Report Close page displays. Choose to use the **current date** or a **specific date**
 - a. If selecting **Use Specific Date**, enter the appropriate date
5. Select the **Close** button
6. Click **OK**
7. The Expense Report has been marked for closing and now you can actually close it
8. From the breadcrumbs along the top of the page, select **Travel and Expenses** > **Process Expenses** > **Expense Processing**
9. Enter or select a **Run Control ID**
10. On the Expense Processing page, click **Save** and click **Refresh** to update the transaction counts.
11. Click the **Close Liability** checkbox and note how many are in the Expense Reports column
12. Click the **Run** button.
13. Click the **Select** checkbox next to the EX_TRAN_PRCs if it is not already selected.
14. Click **OK**
15. Select the **Process Monitor** link
16. Click the **Refresh** button periodically until the Status displays **Posted**
17. Select the **Go back to Expense Transactions** link
18. Verify that the Expense Report column shows **0** in the **Close Liability** row

Adjusting Paid Expenses

If the AP Auditor discovers an error before payment, the original expense report can be corrected before it has been processed for payment. However if errors are discovered after the system issues a payment, adjustments can be made by using a Journal Expense Report.

Journal Expense Reports are not associated with changes in monetary amounts and do not create any payments. These Journal Expense Reports are processed to correct accounting entries that have already been recorded in the General Ledger. By performing the adjustment through the Expense module, the detail transactions are synchronized with balances in the General Ledger. You must budget check the Journal Expense Report as well. When Journal Expense Reports are processed, the system rolls back the original accounting entries and posts the new entries. The General Ledger is corrected to reflect the same entries that exist in Expenses.

Adjust Paid Expenses

1. Navigation Path: PSFIN Core > **Travel and Expenses** > **Manage Accounting** > **View/Adjust Accounting Entries** > **Adjust Paid Expenses**
2. Enter the **Employee ID** the Journal Expense Report is for and click **Add**
3. In the **Journal Report ID** field, enter the **Expense Report ID** that needs adjusting
4. Enter a **Report Description** (for example, "Adjust ER Accounting...")
5. Place a checkmark in the **Select** box next to the line(s) you wish to correct
6. Click on the **Expense Type** link

7. Make the necessary corrections on the **Accounting Detail** page. Click **OK** when done
 - a. Repeat steps 6 and 7 for each line selected
8. Enter notes if needed
9. Select **Submit for Posting**

Lesson 6: Expense Reports and Queries

There are various queries and reports you can run to help you manage your work in Expenses.

Commitment Control Reconciliation Queries

These Commitment Control Reconciliation queries are designed to help you ensure that all budget-checked source transactions are being correct in order to ensure the integrity of the commitment control ledgers.

- BOR_KK_EXCLOSE_RECON
 - EXCLOSE Source Tran to Commitment Control
- BOR_KK_EXSHEET_RECON
 - EXSHEET Source Tran to Commitment Control
- BOR_KK_OPEN_TAUTH_ENC
 - Open Travel Authorization Encumbrances

Expense Queries in PSFIN v9.2

- BOR_EX_ALTUSER
 - Old v8.9 Name: BOR_EX_ALTUSERS
 - Lists users with alternates
- BOR_EX_ALTUSER_EXPIRED
 - Expired Alternate User Assignments
- BOR_EX_CASHADV_APPLIED
 - Cash advances issued and applied
- BOR_EX_CASHADV_REIMB
 - Cash Advances Issued and Reimbursed
- BOR_EX_CASHADV_TO_UNAPPLY
 - Cash Advances Issued and Applied
- BOR_EX_DUE
 - Approved Transactions Not Paid
 - Payment Hold was added to this query
- BOR_EX_EXRPTS_BY_EXP_TYPE
 - Expense Report Transactions by Expense Type
- BOR_EX_OPEN_CASHADV_BAL
 - Account 132300 Recon by Employee ID
- BOR_EX_OPEN_LIABILITY
 - Open Balances in 211500 Account
- BOR_EX_OPEN_PREPAID_BAL
 - Account 132160 Recon by Employee ID
- BOR_EX_UNPOSTED_ACCRUALS
 - Unposted Expense Accruals
 - Changes to show POST_STATUS_EX <> P or C

- BOR_EX_UNPOSTED_PYMNTS
 - Unposted Expense Payments
- BOR_EX_WF_BLACK_HOLE
 - Old v8.9 Name: BOR_WF_BLACK_HOLE
 - Expense transactions to be reassigned
- BOR_EX_EMPLOYEE_DELEGATES
 - Old v8.9 Name: BOR_EMPLOYEE_DELEGATES
 - Authorized to enter Expenses for employees
- BOR_EX_EXPENSE_ADJUSTMENTS
 - Old v8.9 Name: BOR_EXPENSE_ADJUSTMENTS
 - Expense Adjustments
- BOR_EX_SUBMITTED_BY
 - New Query for v9.2
 - Submitted by Delegate
- BOR_EX_PRIOR_BUD_REF
 - Expense Transactions with Prior BUD_REF
- BOR_KK_EX_CLOSE_RECON
 - EXCLOSE Source Tran to KK
- BOR_KK_EXSHEET_RECON
 - EXSHEET Source Trans to KK
- BOR_KK_OPEN_TAUTH_ENC
 - Open Travel Authorization Encumbrances

Dropped v8.9 Queries – Not available in v9.2: These queries were dropped per decision reached in Fit Gap session.

- BOR_EX_CA_RECON
- BOR_EX_DUE_SS
- BOR_EX_EMP_HISTORY
- BOR_EX_ER_KK_RECON
- BOR_EX_OPEN_EMPL_BAL
- BOR_EX_OPEN_LIABILITY_IN_EX
- BOR_EX_OPEN_LIABILITY_NOT_FND
- BOR_EX_PYMNT_BY_DATE_RANGE
- BOR_EX_PYMNT_BY_EXP_TYPE
- BOR_EX_TA_ER_CA_RECON
- BOR_EX_TA_KK_RECON
- BOR_USERPROF_DESIGNATE

Expense Transaction Reports in v9.2

- Cash Advances by Dept
 - Old v8.9 Name: Cash Advances by Dept – EXC5600
- Cash Advance Aging by Dept

- Old v8.9 Name: Cash Advance Aging by Dept – EXC5700
- Expense Transaction by Dept
 - Old v8.9 Name: Expense Transaction by Dept – EXC4600
- Supplier Payment Reports
 - Old v8.9 Name: Vendor Payment Reports
- Employee Average Expenses
 - New Report in v9.2
- Employee Top Spenders
 - New Report in v9.2
- Employee Trends
 - New Report in v9.2
- Non-Reimbursable Expenses
 - New Report in v9.2

Bonus Lesson: Cash Advance Processing and Reconciliation

This bonus lesson details how to process Cash Advances. These tasks are being presented in a bonus lesson because only a percentage of institutions use Cash Advances.

Routine Cash Advance processing is done the same way that Expense Report processing is done (lesson 4). On the Expense Processing page, you can post liabilities, stage payments, and post payments for Cash Advances just as you do for Expense Reports.

However, there are a few additional processes for Cash Advances.

Closing Cash Advances

If a Cash Advance was approved for an employee but their trip was canceled before payment has been made to the employee, you can close the Cash Advance. You can also close a Cash Advance if the employee requested too large of a Cash Advance and wants to resubmit a new Cash Advance request for a smaller amount.

When a Cash Advance has been approved for payment processing, you can cancel it after you have posted its liabilities. You can then close the Cash Advance if payments have not yet been staged for it. Like closing Expense Reports, closing a Cash Advance is a two-step process. First you mark the Cash Advance for Close and indicate the date for the closing accounting entries. And then you run the Close Liability process.

Close a Cash Advance

1. Navigation Path: PSFIN Core > **Travel and Expenses** > **Process Expenses** > **Close Expenses** > **Mark Cash Advance to Close**
2. Enter or search for the **Cash Advance ID**
3. On the **Mark Cash Advance for Close** page, the Reversal Date will default to "Use Current Date;" you may select "Use Specific Date" and specify a different date though
4. Click **Close**
5. Run the **Close Liability** process

Reconciling Cash Advances

When an employee uses a Cash Advance for business purposes and then submits an Expense Report, their Cash Advance offsets some or all of the expense the employee submits on the Expense Report. If the Cash Advance is not reconciled, the system may incorrectly reimburse the employee.

Employees apply the associated cash advance when preparing the Expense Report. They may choose to select one or more Cash Advances to apply to an Expense Report. Also, they can apply the entire amount or just a portion to the Expense Report. The selected Cash Advance(s) becomes a part of the Expense Report calculations determining how much to reimburse the employee.

The Expense module tracks the remaining balance due to the institution and identifies the Expense Report IDs that employees have applied Cash Advances to. If an employee received a Cash Advance and

did not take the trip or use the entire amount from the Cash Advance, the employee can submit a personal check to offset the balance due. The Expense Administrator then enters payments received from employees for this purpose on the Reconcile Cash Advance page.

To reconcile a Cash Advance, it must have a status of "paid" and the total due to the institution must be greater than \$0. Expenses will then update the Cash Advance status to "Reconciled." You then post Advance Reconciliation entries on the Expense Processing page by posting liabilities. By selecting "Advance Reconciliation", the expense tables are updated to indicate that Cash Advances are reconciled against corresponding Expense Reports.

Reconcile Cash Advance

1. Navigation Path: PSFIN Core > **Travel and Expenses** > **Manage Accounting** > **Reconcile Cash Advance**
2. Select the **Search** button
3. Select an entry in the **Advance ID** column for the cash advance you wish to reconcile
4. The **Accounting Date** field is automatically populated with the current date; manually update this date if you need the liabilities to reflect a different date
5. If the cash advance is associated with an Expense Report, the Associated Expense Reports section displays the Report ID, Creation Date, Report Status, and Amount Applied. In order to reconcile the cash advance, the expense report must be in the **Paid** status.
 - a. If the cash advance is not associated with an Expense Report, you can still reconcile the Cash Advance. This might occur if an employee received a Cash Advance but did not take the planned trip or did not use all of the Cash Advance. In such a case, the Cash Advance can be reconciled by the employee writing a check to the organization for the total displayed in the Due Company field
6. Enter **check numbers** and **check amounts** when the employee submits checks for unused Cash Advance funds. If there is more than one check payment, the additional check information can be added by inserting additional rows.
7. Select the **Reconcile** button.
 - a. The Reconcile button validates that the amounts in the Applied to Expense Reports and Payments Received fields equals the amount in the Advance field. If these amounts are not equal, an error message is displayed. If the amounts are equal, the Cash Advance status is set to Reconciled.
8. The Status has changed to **Reconciled** and the Payments Received field is updated with the amount paid.
9. Following Cash Advance Reconciliations, you should post the Advance Reconciliation Entries by **Posting Liabilities**.

Viewing Cash Advance Accounting Entries

1. Navigation: PSFIN Core > **Travel and Expenses** > **Manage Accounting** > **View/Adjust Accounting Entries** > **Cash Advance Acctg Entries**
2. Enter the **Cash Advance ID** you wish to view, or click **Search** to display all Cash Advances
 - a. Select the **Advanced Search** link to search by additional criteria
3. Select the **Cash Advance** by clicking its link
4. The **Cash Advance Acctg Entries** page displays.
5. If you click the **Employee Profile** icon next to the Employee ID, this opens a new window/tab with that employee's profile if you have adequate security access
6. If you click the **Cash Advance Detail** icon next to the Advance ID, a new window/tab opens to display a view of the cash advance if you have adequate security access
7. To show all columns in the Cash Advance Journal Lines section, select the **View All** link
8. Review the information regarding the accounting entries for the Cash Advance

Cash Advance Reports and Queries

- Cash Advances by Department Report
 - Lists all cash advances billed to a department
- Cash Advance Aging by Department Report
 - Lists all outstanding cash advances by department
- BOR_EX_CASHADV_APPLIED Query
 - Detailed information related to cash advances issued and applied to expense reports by employee
- BOR_EX_CASHADV_REIMB
 - Lists Cash Advances that were issued and reimbursed for a specified employee ID
- BOR_EX_CASHADV_TO_UNAPPLY
 - Lists Cash Advances that were issued and applied to an Expense Report
- BOR_EX_OPEN_CASHADV_BAL Query
 - Lists employees with open balances in the General Ledger for account 132300 (Cash Advance Account)

Expenses Security Roles

Online Security Documentation

You can find all Security Role Changes at http://www.usg.edu/gafirst-fin/documentation/job_aids/category/security. Make sure to look for the documents beginning with "9.2 Security Role Changes."

Summary of Security Roles

Below is a summary of the roles needed for users in the module. Please be sure to reference the online document for detailed instructions and additional setup required outside of the security roles.

<p>Expense Traveler <i>EXPENSE Traveler users enter, modify, view, submit and print expense transactions for themselves and their delegates. They also review expense transactions after submittal and payment.</i></p>	<p>Security Roles:</p> <ul style="list-style-type: none"> • BOR PeopleSoft User • BOR_EX_CASH_ADV (optional) • BOR_FN_ADMIN_REPORTING • ReportSuperUser
<p>Expense Approver (Levels 1 – 3) <i>EXPENSE Approver users (levels 1 – 3, including Project Manager Approvers) act on expense transactions sent to them for approval. They also reassign transactions as needed.</i></p>	<p>Security Roles</p> <ul style="list-style-type: none"> • BOR_EX_APPROVAL • BOR_EX_CASH_ADV_APR • BOR_EX_REPORTS • BOR_FN_ADMN_REPORTING • BOR PeopleSoft User • ReportSuperUser
<p>Expense Auditor <i>EXPENSE AP AUDITOR Approver (level 4) users verify receipts and act on expense transactions sent to them for approval. They also reassign transactions as needed.</i></p>	<p>Security Roles</p> <ul style="list-style-type: none"> • BOR_EX_APPROVAL • BOR_EX_ADMINISTRATION • BOR_FN_ADMIN_REPORTING • BOR_EX_CASH_ADV_APR • BOR_EX_CASHADV_PROCESSING • BOR_EX_PROCESSING • BOR_EX_REPORTS • BOR_EX_TECENTER (BOR_EX_TECENTER_NOTAUTH if not using Travel Authorizations) • BOR_PT_QRY_PRIVATE • BOR PeopleSoft User • BOR_PT_QRY_ALLACGRPS • ReportSuperUser

<p>Expense Administrator <i>EXPENSE ADMINISTRATOR users maintain travel and expense setup, configuration and approver assignments. They also troubleshoot expense related issues and run expense processes as needed.</i></p>	<p>Security Roles</p> <ul style="list-style-type: none">• BOR_EX_APPROVAL• BOR_EX_ADMINISTRATION• BOR_EX_PROCESSING• BOR_EX_REPORTS• BOR_EX_TEADMIN_CENTER• BOR_EX_TECENTER• BOR_FN_ADMIN_REPORTING• BOR_PT_QRY_PRIVATE• BOR_PT_QRY_ALLACGRPS• BOR_EX_ADMINXX• BOR PeopleSoft User• ReportSuperUser
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Available Expenses Job Aids and Other Resources