Travel & Expenses (EU) - Employee Setup and Maintenance

Created on Wednesday, July 02, 2008

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Introduction

Before individual users can begin using the Travel & Expenses module, they must first set themselves up in HR/EX Self-Service. This chapter deals specifically with showing end users how to set up their Self-Service portal for HR and Expenses.

HR/EX Self Service Setup and Preferences

The HR/EX Self Service Setup and Maintenance lesson introduces self-service users how to get started with the Expenses module. Before end users can begin submitting travel authorizations and expense reports through the system, they must first perform the required setup steps.

This lesson details what end users need to do to get started with Expenses, how to review their profile and settings, and how to modify their defaults. In addition, end users can review how to use the Notify option, which allows users in the system to send email correspondence to others about a specific expense transaction or expense page.

Lesson Objectives:
Upon completion of this lesson, you will be able to:
- Enable the T&E Home Pagelet.
- Review 'My System Profile'.
- Review Employee profile and settings.
- Modify user defaults.
- Authorize Expenses Users/Delegate Entry Authority.
- Understanding Expenses Workflow (for Travelers)
- Use the Notify button in Expenses.

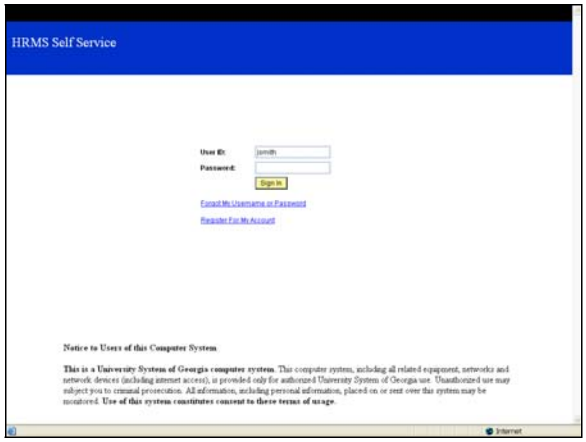
EX.010.011 - Enabling T&E Home Pagelet

This topic demonstrates how to enable the T&E Home Pagelet. Before entering the Expenses Module, an employee must first verify their address and bank information. This provides the employee with a required opportunity to verify this information, as it is critical to receiving appropriate payments from the Expenses module.

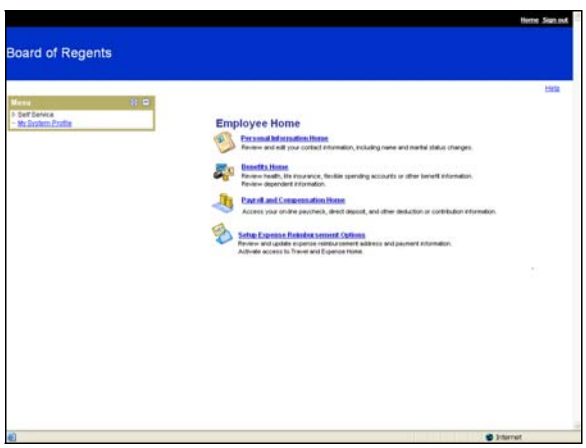
Topic Objectives:
Upon completion of this topic, you will be able to:
- Identify when the Travel and Expenses icon is visible on the Employee Home page.
- Define what can by reviewed and verified on the Setup Expense Reimbursement Options page.
- Identify what Deposit Type account must exist for expense reimbursements to be deposited into.
- Enable the T&E Home Pagelet.

Procedure

In this topic, you will enable the T&E Home pagelet, verify address information, and verify bank information. You will also enter a new mailing address. Your user ID is "jsmith" and your password is "password." Let's see how this is done.

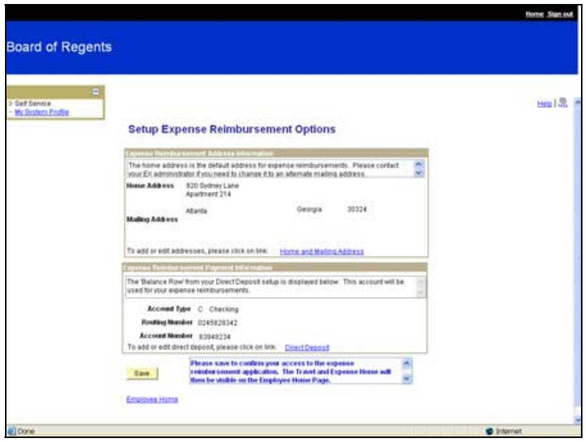


Step	Action
1.	This example will use John Smith for training purposes. Enter "**jsmith**" in the **User ID** field.
2.	Enter "**password**" in the **Password** field.
3.	Click the **Sign In** button. Sign In
4.	Notice that there is not a **Travel and Expenses** option. This icon and link will appear only after you have completed the steps in this topic.

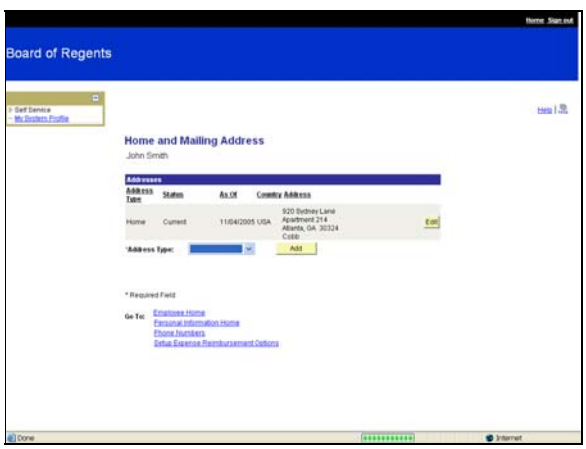


Step	Action
5.	Click the **Setup Expense Reimbursement Options** link. Setup Expense Reimbursement Options

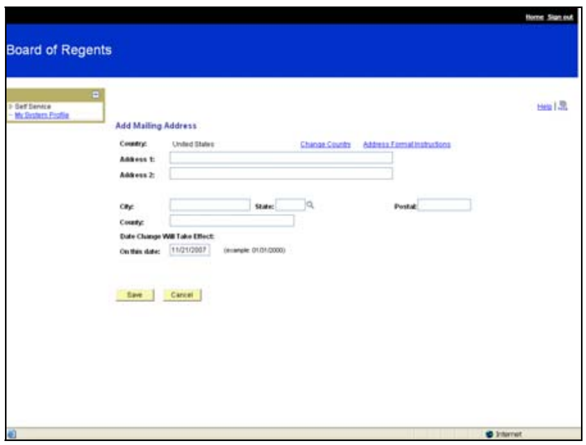
Step	Action
6.	From this **Setup Expense Reimbursement Options** page you can review your address(es) and bank account information for expense reimbursements.



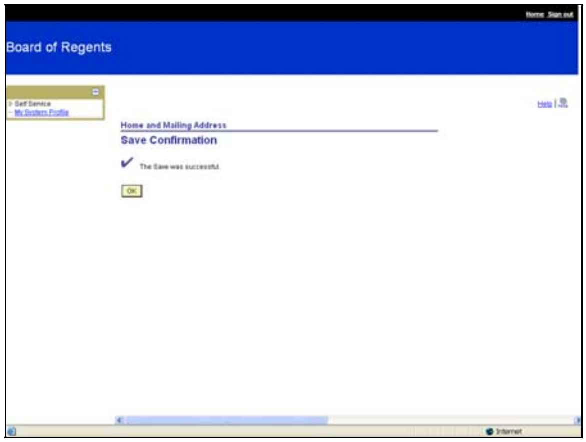
Step	Action
7.	Click the **Home and Mailing Address** link to add or edit your address(es). Home and Mailing Address



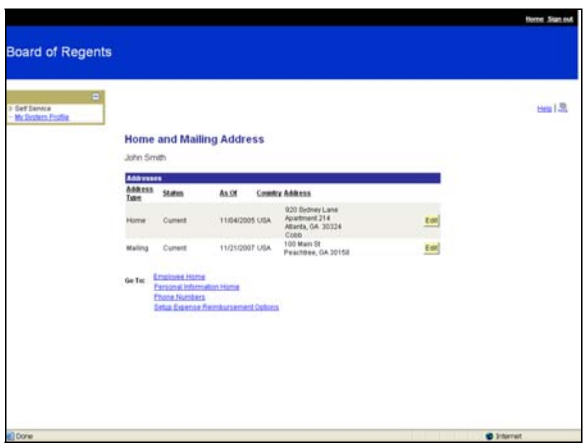
Step	Action
8.	For this exercise we will add an address type. Click the **Address Type** list.
9.	Click the **Mail** list item. Mail
10.	Click the **Add** button. Add



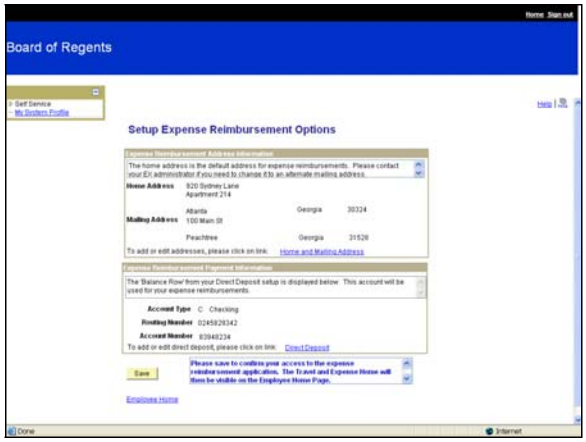
Step	Action
11.	Enter "**100 Main St**" in the **Address 1** field.
12.	Enter "**Peachtree**" in the **City** field.
13.	Enter "**GA**" in the **State** field.
14.	Enter "**31548**" in the **Postal** field.
15.	Enter "**Fulton**" in the **County** field.
16.	Enter "**01/01/2008**" in the **On this date** field. This is the date that your newly created mailing address will take effect.
17.	Click the **Save** button. Save



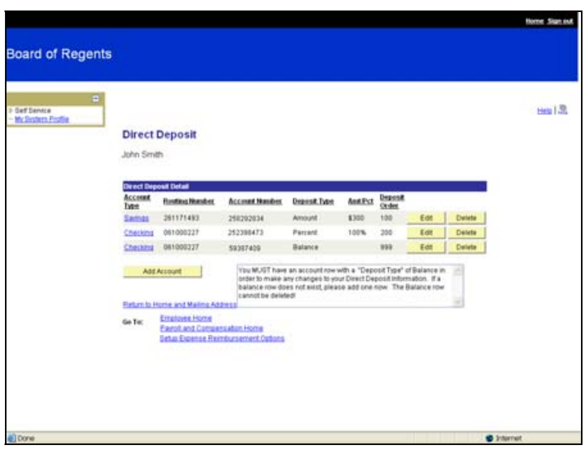
Step	Action
18.	Click the **OK** button. OK



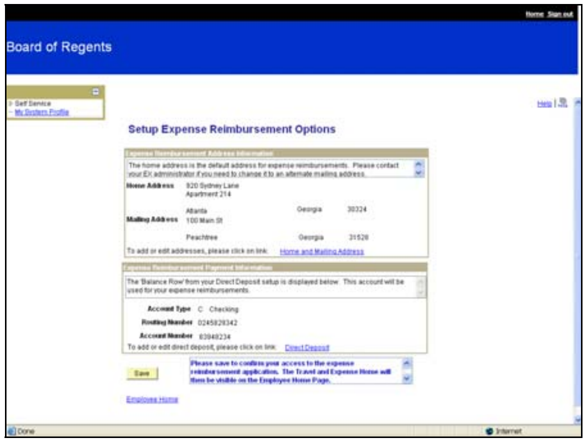
Step	Action
19.	Click the **Setup Expense Reimbursement Options** link to return to the main page. Setup Expense Reimbursement Options



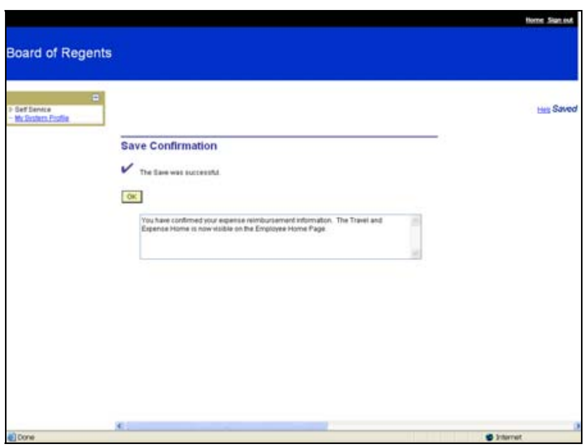
Step	Action
20.	Click the **Direct Deposit** link to add or edit your direct deposit information. Direct Deposit
21.	Review the bank account(s) you have listed. For the Expenses Module, you MUST have an account row with a "Deposit Type" of "Balance". This is the account that expense reimbursements will be deposited into. As you already have a correct "Balance" row for this example, you will not need to adjust your direct deposit information.



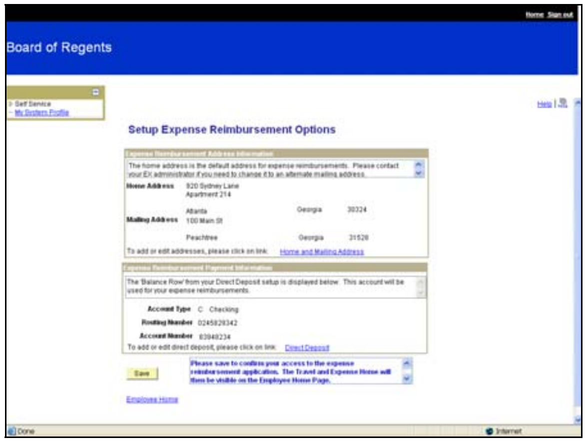
Step	Action
22.	Click the **Setup Expense Reimbursement Options** link to return to the main page. Setup Expense Reimbursement Options



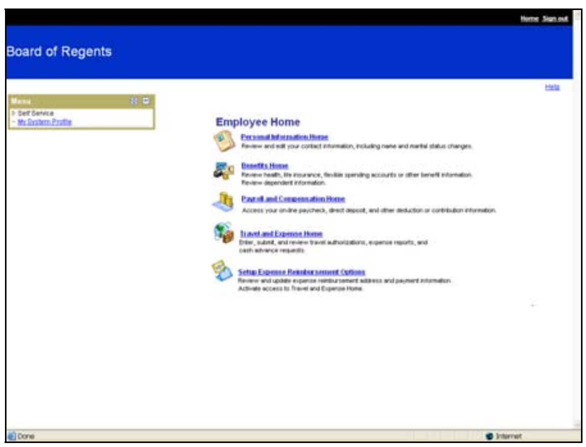
Step	Action
23.	Click the **Save** button to save any changes and to confirm your access to the expense reimbursement application. Save



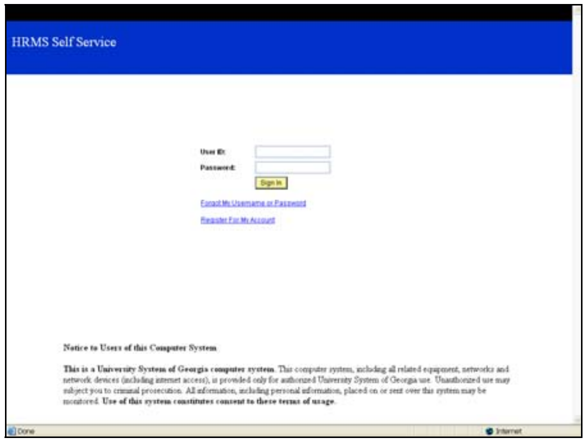
Step	Action
24.	Click the **OK** button. OK



Step	Action
25.	Click the **Employee Home** link. Employee Home
26.	Notice that the **Travel and Expense Home** icon and link have now appeared.



Step	Action
27.	Click the **Sign out** link. You must Sign out of the application to activate the **Travel and Expense Home** link. Sign out
28.	You can now re-enter your User ID and password to sign back in to the application.



Step	Action
29.	Enter "**jsmith**" in the **User ID** field.
30.	Enter "**password**" in the **Password** field.
31.	Click the **Sign In** button. Sign In
32.	The final step in enabling Expenses for your User ID is a system batch process, which is typically run by your institution every evening. This process is known as the EX_EE_Update and it transfers all relevant changes that have been made in HR over to the Expenses module. If an employee was active in HR yesterday (or the last time the EX_EE_Update was run), he/she will be able to enter Expense transactions immediately after he/she has enabled the T&E Pagelet (this topic). However, if changes are made in HR (such as the mailing address change you made in this topic), the change will not be reflected in the Expenses module until your institution runs the nightly EX_EE_Update process.

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Step	Action
33.	Congratulations. You have just completed the **Enabling T&E Home Pagelet** topic. Below is a summary of the key concepts of this topic: - The Travel and Expenses option is visible on the Employee Home Page after the employee has enabled this option by completing this process. - Employees can review and verify their addresses and bank account information for expense reimbursements on the Setup Expense Reimbursement Options page. - Employees must have an account row with a Deposit Type of "Balance", since this is the account that expense reimbursements will be deposited into. ***IMPORTANT NOTE:* *YOU MUST COMPLETE THE CHAPTER QUIZ TO DEMONSTRATE YOU HAVE COMPLETED THE REQUIRED TRAINING.*** *The quiz covers the entire chapter, so if you have not finished all topics yet in this chapter, Travel & Expenses (EU) – Employee Setup and Maintenance, please complete all chapter topics in this UPK Player before attempting the quiz. There is a link to the quiz following every topic and every set of review questions. If you do not complete the Chapter quiz, you will not receive credit for completing the training.* ***Click here to proceed directly to the Chapter Quiz for Employee Setup and Maintenance.*** **End of Procedure.**

EX.010.013 - Reviewing My System Profile (Self-Service)

This topic demonstrates reviewing the information through the "My System Profile" link in the Self-Service Portal.

HRMS (Human Resources Management System) is the official record for Employee information. The Expenses Module pulls employee information such as User ID, Employee ID, home department, hire date, etc., from HRMS so that the information does not have to be duplicated in the Financials Application.

There are two "My System Profile" links which are available, one in the HRMS application and one in Financials. Although the link is named the same, there are different options depending on whether you update the HRMS My System Profile or the Financials My System Profile. These differences will be discussed in this topic.

One key difference between the two pages, is the ability to add an alternate user on the Financials My System Profile page. If you are an approver at any level, you can assign your own alternate user to receive your future worklist transactions if you will be out of the office or on vacation for a temporary period of time.

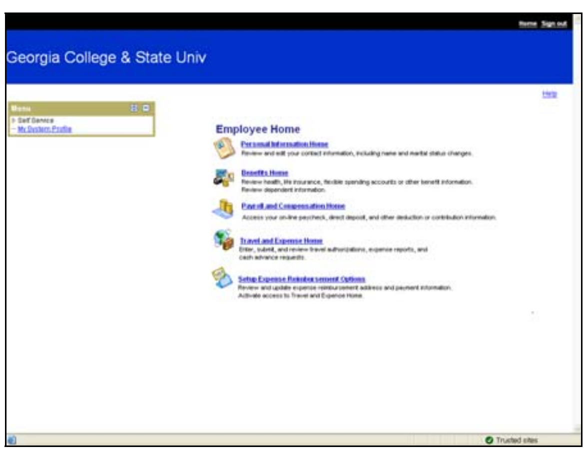
Topic Objectives:
Upon completion of this topic, you will be able to:
- Identify the actions that can be taken through the "My System Profile" link on both the HRMS and Financials pages.

- Identify where the Expenses Module pulls employee information from.
- Add an Alternate User to receive your future worklist transactions while you are temporarily out of the office.
- Review "My System Profile" information.

Procedure

For this topic, imagine that you need to review your information on both My System Profile pages (HRMS and Financials). Also, you will need to update our email address for Financials and add an Alternate User (only if you are an approver). Let's see how this is done.

Step	Action
1.	Employees can access both their Human Resource (HRMS) information and Travel and Expenses (Financial) information from the same Self-Service log-in page. When you first enter your UserID in PeopleSoft, the **Employee Home** page is displayed. This is an HRMS page where you can review your payroll and benefits. If you are an Expenses user, you can transfer to the Financials application (Self-Service Travel and Expenses) by clicking the **Travel and Expense Home** (we will do this later on in this topic).
2.	There are two "My System Profile" links that you will have access to as an Expenses User. The **My System Profile** link that is on the left side of this page is an HRMS link. We will first review the HRMS link.



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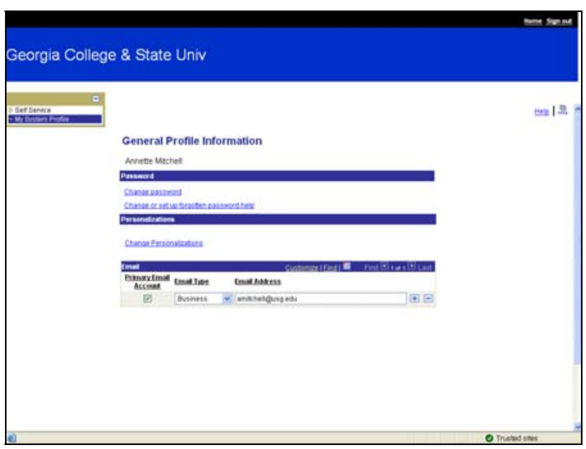
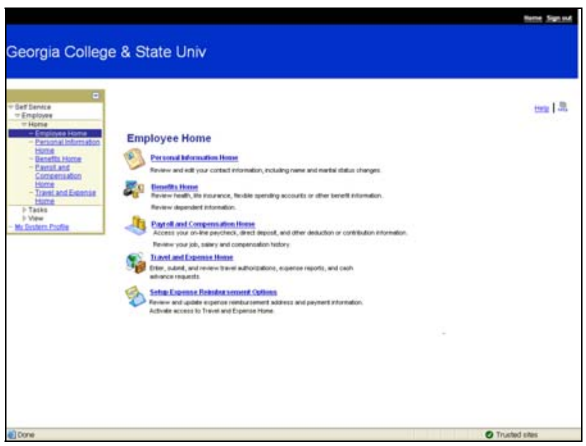
Step	Action
3.	Click the **My System Profile** link. My System Profile
4.	There are two available options on the HRMS **My System Profile** page. You can change your password and/or update your email address for HRMS.
5.	Generally, the items on the My System Profile page in HRMS refer to HRMS functions only, and the My System Profile page in Financials refers to Financial functions only. The one exception to this is your password. Because you use the same password to access HRMS and Financials, there can only be one password. If you wish to change your password, you can do so on either the HRMS or the Financials My System Profile page. This update will sync between the two applications so that the password is recognized by both systems.
6.	The Email address on this page which is selected as your Primary Email Account will be used for all HRMS correspondence. If you wish to have a separate email address for Financials (such as if you have a delegate who enters transactions on your behalf), you can select a different address on the Financials My System Profile page (which will be discussed later).
7.	You can have multiple email address listed, but only one can be selected as your Primary Email Account.

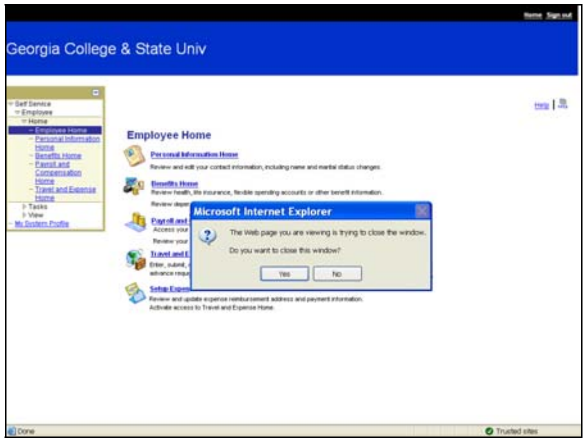


Step	Action
8.	Click the vertical scrollbar to navigate to the bottom of the page.
9.	Click the **Save** button. Save

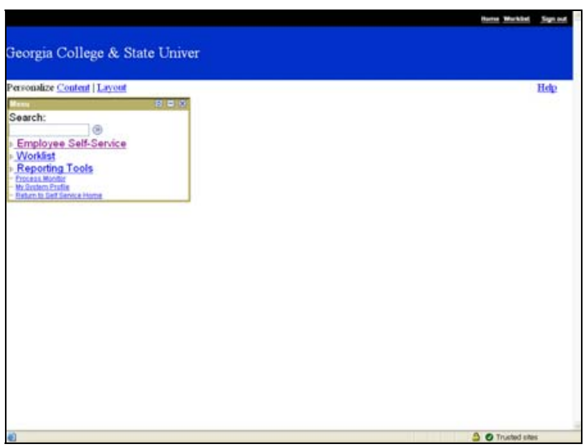
Step	Action
10.	To return to Employee Home, click the **Self Service** link. Self Service
11.	Click the **Employee** link. Employee
12.	Click the **Home** link. Home
13.	Click the **Employee Home** link. Employee Home
14.	You have finished reviewing the HRMS My System Profile link. Now, you can transfer to the Travel and Expenses financial application where you can review your System Profile for Financials.



Step	Action
15.	Click the **Travel and Expense Home** link to enter the Financials application. Travel and Expense Home

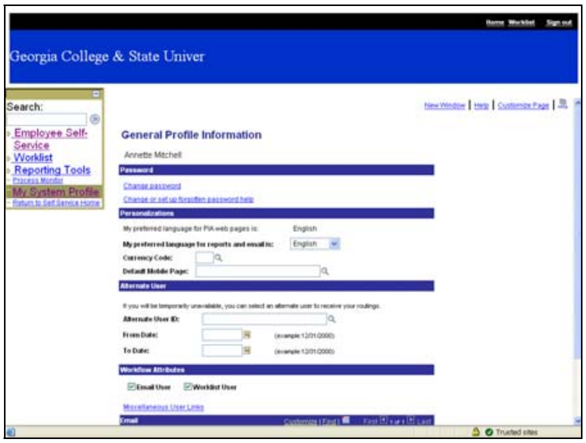


Step	Action
16.	Click the **Yes** button to close the HRMS page. Yes
17.	You are now in the Travel and Expenses Financial Self-Service system. We will review the Financials My System Profile link from this page.

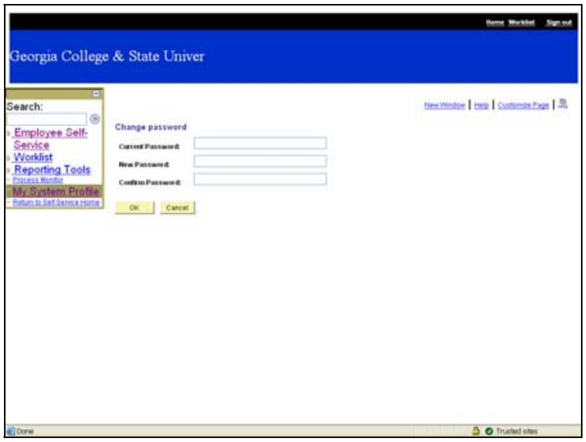


Step	Action
18.	Click the **My System Profile** link. My System Profile

Step	Action
19.	Notice, there are several more options on the Financials My System Profile page compared with the HRMS page. Remember, that if a password change is made on either the HRMS or Financials page, this change will sync between the two applications so that you have only one password.

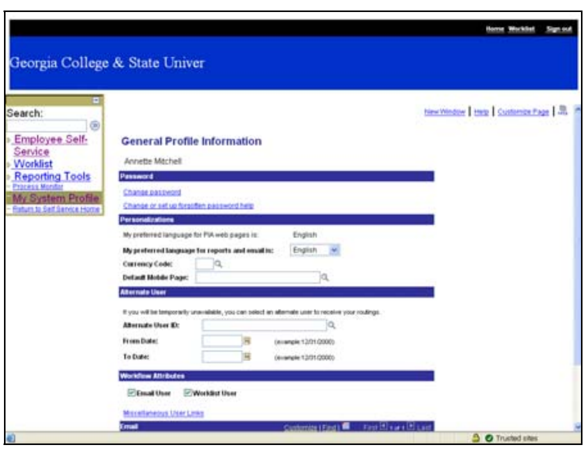


Step	Action
20.	Click the **Change password** link. Change password
21.	If you need to change your password, you will need to enter your current password, and then enter your new password twice. If you are making a password change, make sure to click the OK button when you are finished. For this example, we will not be changing the password, so you can click the Cancel button.



Step	Action
22.	Click the **Cancel** button. Cancel
23.	Please ignore the **Personalizations** section, as we are not using this functionality at this time.
24.	**Decision:** Please make a selection from the options listed below. • Are you an Approver and you wish to view how to assign an Alternate User? Go to step 25 on page 16 • Do you wish to skip the Alternate Approver information? Go to step 51 on page 19
25.	If you are an Expenses approver and you will be on vacation or some other type of temporary leave, you should route your Worklist transactions temporarily to another employee in your absence. If you need to make a permanent routing change, you should contact your Expenses Administrator, and he/she can make this update to the Approver Assignment page instead of using the Alternate User functionality (see Business Process EX.010.012). The Alternate User functionality allows an approver to specify that his/her future Worklist items should be routed to another employee for a defined period of time. After the time has passed, future tasks are automatically routed back to the original User ID. The Expenses Administrator also has the ability to assign an alternate user on behalf of an employee (see Business Process EX.020.400)

Step	Action
26.	**Caution:** The Alternate User that is specified must have adequate security rights to perform the tasks that are assigned to him/her. For example, if “Anne” is going on vacation and you reassign her Worklist items to “Bill”, “Bill” must have the approval security role(s) to process the transactions. If “Bill” does not have the appropriate security, the transaction will still be routed to him, however he cannot act on the transaction; the Workflow administrator will need to manually reassign any transactions that are routed to him.
27.	**NOTE:** Assigning an Alternate User will cause both your Expenses and E-Procurement transactions to route to the designated individual in the event that you are an approver for both modules.
28.	**Note:** When applying an alternate User ID, make note of the fact that the system only sends workflow routings to the immediate alternate User ID. The system does not send routings down multiple levels of alternate User IDs. For example, assume “Andy” specifies “Barbara” as the alternate user ID while he is out of the office. Also assume that “Barbara” happens to be out of the office at a time during user “Andy’s” absence, and “Barbara” has specified “Charles” as an alternate User ID. In this case, the system does not send workflow routings originally intended for “Andy” to “Charles”.
29.	For this exercise, imagine that you will be on vacation next week and will not be available to approve your normal Workflow transactions for your department. The Alternate User section allows you to specify who will be your alternate approver in your absence.



Step	Action
30.	Click the **Look up Alternate User ID** button. 

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Step	Action
31.	Select the **User ID** who you wish to have as your alternate user. Due care should be taken to ensure that the individual you assign to be your alternate can make informed and impartial decisions on your Worklist transactions. 001070
32.	Next, enter the dates that you will need for transactions to route to the alternate.
33.	Enter "**4/15/08**" in the **From Date** field.
34.	Enter "**4/21/08**" in the **To Date** field.
35.	For the dates that you have selected, any Worklist transactions that you would normally receive are forwarded to the Alternate User you have specified. At the end of this time period, transactions will automatically route back to the original approver.
36.	For informational purposes, the Alternate UserID and From and To Dates do not disappear from this page whenever the time period for your alternate user has ended. Thus, even though transactions will stop routing to the alternate, you will still be able to see who the last alternate was that you used, and for which time period.
37.	**CAUTION**: Assigning an Alternate user only routes future transactions which have not yet been submitted to your Worklist for approval. Transactions that were already in your queue when you assigned an alternate user will not be effected by this change.
38.	Click the **vertical** scrollbar to navigate to the bottom of the page.
39.	Do ***not*** adjust the **Workflow Attributes**. These checkboxes have no functioning at this time.
40.	As was discussed earlier, you can have a separate email address for Financials and HRMS. If you are a traveler, or an approver, you will receive automatic notifications from the Financials system, such as when a transaction is waiting your approval, when you have an outstanding cash advance, or when your expense report has been paid. You can designate the email address that will receive these notifications on this page.
41.	For this exercise, we will add a new email address to receive our Financial Workflow notifications.
42.	Click the **Add a new row at row 1 (Alt+7)** button. +
43.	Click the **Email Type** list for your new row. Home
44.	Click the **Home** list item, or an applicable entry. Home

Step	Action
45.	Enter your new email address, "**mitchell.ais@yahoo.com**" in the **Email Address** field.
46.	De-select the **Primary Email Account** checkbox for the email account you no longer wish to have as your primary account for Financials.
47.	Click the **Primary Email Account** checkbox for the new email address.
48.	Click the **Save** button. Save
49.	When you are finished reviewing your My System Profile, click the **Home** link. Home
50.	Congratulations. You have just completed the Reviewing My System Profile topic. Below is a summary of the key concepts of this topic: - There are two "My System Profile" links, one for HRMS and one for Financials. - Through either "My System Profile" link, you can change your password. - The Expenses Module pulls employee information from the Human Resources Management System (HRMS). - You can update your email address to be different for HRMS and Financials (if needed). - Expenses Workflow notifies travelers and approvers of updated transaction statuses through their primary email account listed on the Financials My System Profile page. - Approvers can assign an alternate user if they will be out of the office for a period of time and need for someone to act on their worklist transactions. ***IMPORTANT NOTE: YOU MUST COMPLETE THE CHAPTER QUIZ TO DEMONSTRATE YOU HAVE COMPLETED THE REQUIRED TRAINING.*** *The quiz covers the entire chapter, so if you have not finished all topics yet in this chapter, Travel & Expenses (EU) – Employee Setup and Maintenance, please complete all chapter topics in this UPK Player before attempting the quiz. There is a link to the quiz following every topic and every set of review questions. If you do not complete the Chapter quiz, you will not receive credit for completing the training.* ***Click here to proceed directly to the Chapter Quiz for Employee Setup and Maintenance.*** **End of Procedure.** Remaining steps apply to other paths.
51.	Click the **vertical** scrollbar to navigate to the bottom of the page.
52.	Do *not* adjust the **Workflow Attributes**. These checkboxes have no functioning at this time.

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Step	Action
53.	As was discussed earlier, you can have a separate email address for Financials and HRMS. If you are a traveler, or an approver, you will receive automatic notifications from the Financials system, such as when a transaction is waiting your approval, when you have an outstanding cash advance, or when your expense report has been paid. You can designate the email address that will receive these notifications on this page.
54.	For this exercise, we will add a new email address to receive our Financial Workflow notifications.
55.	Click the **Add a new row at row 1 (Alt+7)** button.
56.	Click the **Email Type** list for the new row.
57.	Click the **Home** list item, or an applicable entry. Home
58.	Enter your new email address, "**mitchell.ais@yahoo.com**" in the **Email Address** field.
59.	De-select the **Primary Email Account** checkbox for the email account you no longer wish to have as your primary account for Financials.
60.	Click the **Primary Email Account** checkbox for the new email address.
61.	Click the **Save** button. Save
62.	Click the **Home** link when you are done reviewing your My System Profile. Home

Step	Action
63.	Congratulations. You have just completed the Reviewing My System Profile topic. Below is a summary of the key concepts of this topic: - There are two "My System Profile" links, one for HRMS and one for Financials. - Through either “My System Profile” link, you can change your password. - The Expenses Module pulls employee information from the Human Resources Management System (HRMS). - You can update your email address to be different for HRMS and Financials (if needed). - Expenses Workflow notifies travelers and approvers of updated transaction statuses through their primary email account listed on the Financials My System Profile page. - Approvers can assign an alternate user if they will be out of the office for a period of time and need for someone to act on their worklist transactions. ***IMPORTANT NOTE:* *YOU MUST COMPLETE THE CHAPTER QUIZ TO DEMONSTRATE YOU HAVE COMPLETED THE REQUIRED TRAINING.*** *The quiz covers the entire chapter, so if you have not finished all topics yet in this chapter, Travel & Expenses (EU) – Employee Setup and Maintenance, please complete all chapter topics in this UPK Player before attempting the quiz. There is a link to the quiz following every topic and every set of review questions. If you do not complete the Chapter quiz, you will not receive credit for completing the training.* ***Click here to proceed directly to the Chapter Quiz for Employee Setup and Maintenance.*** **End of Procedure.**

EX.010.030 - Reviewing an Employee's Profile & Settings

This topic demonstrates how to review an employee’s profile and settings. You can review your profile to examine employee information settings and expense reimbursement options.

Using the self-service portal for Expenses, an employee and/or manager may only update and review his/her own Employee Profile. Most of the fields accessed through this self-service portal path are read-only for employees and managers, and are meant for information purposes only.

Reviewing/Updating an employee’s User Defaults is covered in EX.010.010.

Topic Objectives:
Upon completion of this topic, you will be able to:
- Identify how much of the data in an Employee’s Profile is populated.
- Identify the information available for review in the Employee Profile.
- Review an Employee’s Profile and Settings.

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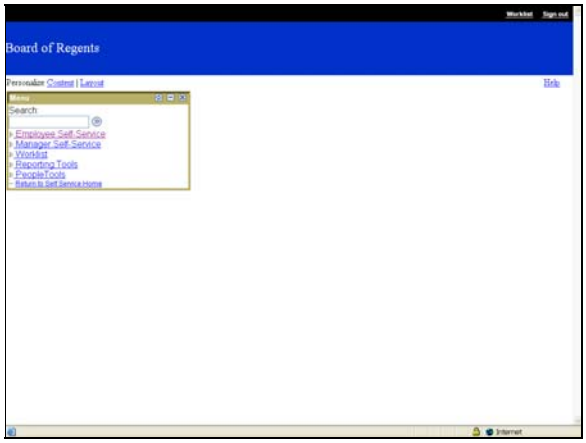
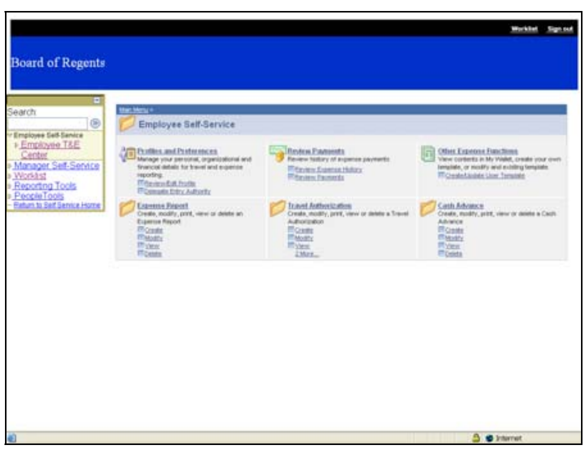
Procedure

For this topic, review an Employee's Personal Data, Organizational Data and Bank Account Data.

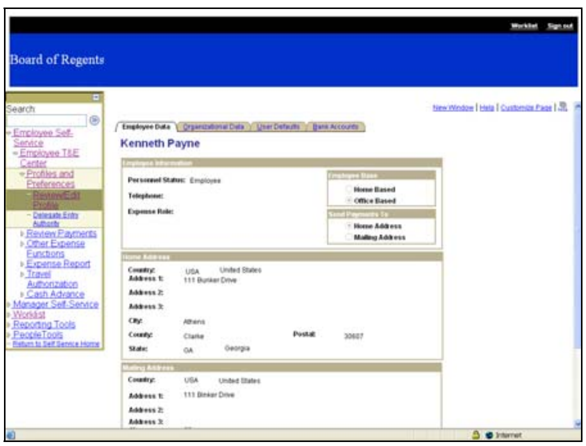


Step	Action
1.	Click the **Employee Self-Service** link. Employee Self-Service



Step	Action
2.	Click the **Profiles and Preferences** link. Profiles and Preferences

Step	Action
3.	Click the **Review/Edit Profile** link. Review/Edit Profile
4.	An Employee's Profile is organized into four tabs: Employee Data, Organizational Data, User Defaults and Bank Accounts. Much of the data in an Employee's Profile has been populated by the integration with the HR module. When an employee accesses his/her profile from within the expense module, most of the information is read-only and is meant for informational purposes only.
5.	The **Employee Data** page displays an employee's general information as well as his/her home and mailing addresses.
6.	The **Send Payments To** box identifies which address (Home or Mailing) that checks will be delivered to if you are set to receive expense reimbursements by check.



Step	Action
7.	Click the **Organizational Data** tab. Organizational Data
8.	The **Organizational Data** page displays an employee's **Expenses Processing Data** and his/her **Default Chartfield Values.**
9.	If you are an Approver, you must have a valid User ID listed in the **Designated Approver** field. This is so that Workflow can properly route a transaction to an identified user (set by this field) in the event that the system cannot determine the appropriate approver based on the configuration. Adding a designated approver (and an example of a situation which requires a designated approver) is covered in a separate topic.

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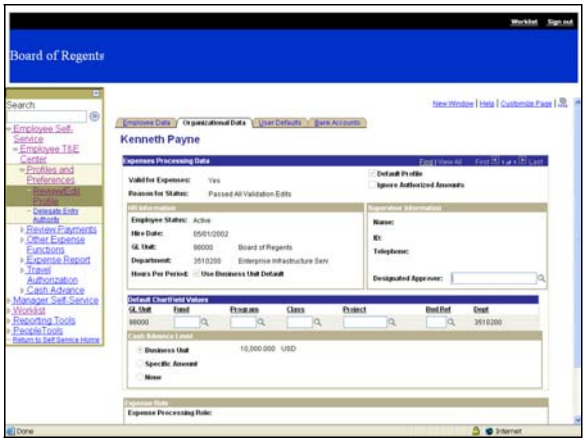

Step	Action
10.	Click the **Bank Accounts** tab. Bank Accounts
11.	Review the **Payment Method** field. This field will either be set to System Check or Electronic Funds Transfer, based on your HR settings.
12.	If the Electronic Funds Transfer is your **Payment Method** default, review the **Bank Account Info** to ensure this information is accurate.

Step	Action
13.	Congratulations. You have just completed the **Reviewing an Employee's Profile and Settings** topic. Below is a summary of the key concepts of this topic: - Much of the data in an Employee's Profile has been populated by the integration with the HR module. - The Employee Data page displays an employee's general information, as well as their home and mailing address. - The Organizational Data page displays an employee's expenses processing data, as well as their default Chartfield values. - The Bank Accounts page displays the default payment method and bank account information. ***IMPORTANT NOTE:* *YOU MUST COMPLETE THE CHAPTER QUIZ TO DEMONSTRATE YOU HAVE COMPLETED THE REQUIRED TRAINING.*** *The quiz covers the entire chapter, so if you have not finished all topics yet in this chapter, Travel & Expenses (EU) – Employee Setup and Maintenance, please complete all chapter topics in this UPK Player before attempting the quiz. There is a link to the quiz following every topic and every set of review questions. If you do not complete the Chapter quiz, you will not receive credit for completing the training.* ***Click here to proceed directly to the Chapter Quiz for Employee Setup and Maintenance.*** **End of Procedure.**

EX.010.010 - Modifying User Defaults

This topic demonstrates how to modify User defaults in the Self-Service portal for expense transactions. You can set up your user defaults to minimize the amount of data entry on travel authorizations, cash advances, and expense reports. Go to the Employee Profile – User Defaults page to define general default preferences, as well as expense-type specific preferences.

The User preference data defaults onto the transaction only during the Add mode, which means adding a new travel authorization, cash advance, or expense report, or adding a line into one of these reports. This functionality works when the employee enters his own report or for whomever has entry authority for that employee.

Employees can edit the Employee Profile – User Defaults page from the Employee Self-Service menu in the Self-Service Portal; administrators can update the information for any employee from the Travel and Expenses menu in the Core Application (see business process EX.060.010). You can also change the defaulted information during data entry of travel authorizations, cash advances, and expense reports in the event that changes are required for a specific transaction.

Topic Objectives:
Upon completion of this topic, you will be able to:

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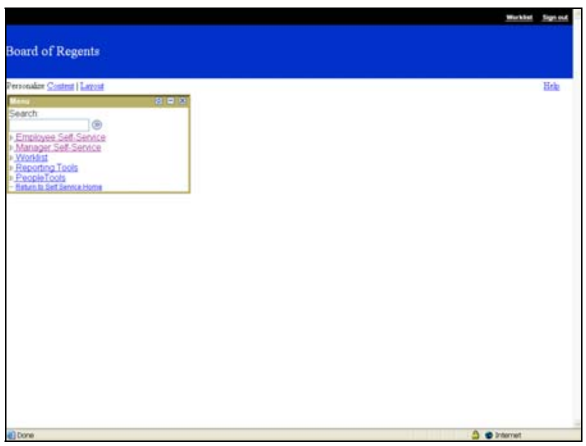
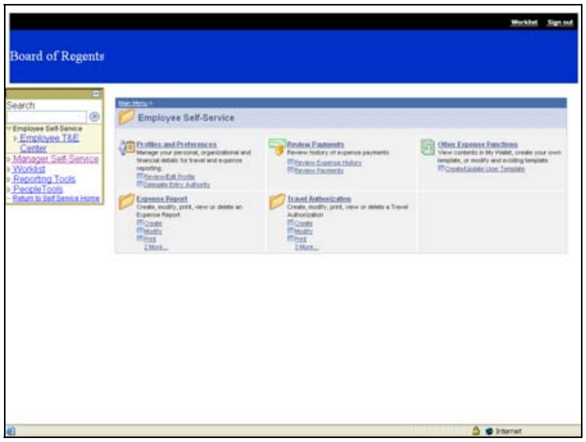
- Identify the types of general default preferences can be set for a user in the Self-Service portal for expense transactions.
- Identify the types of Expense-Type specific preferences can be set for a user in the Self-Service portal.
- Identify when User preference data defaults onto an expense transaction.
- Modify User defaults.

Procedure

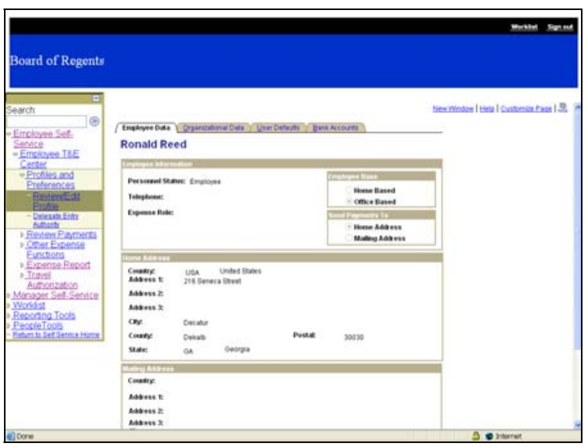
For this topic, modify User defaults for expenses. For the online creation of Expense Reports and Travel Authorizations, set the default preference to “Copy from a Template”. Set the Business Purpose, Originating Location, Payment Type, and Expense Location preferences as indicated in the scenario. Let’s see how this is done.



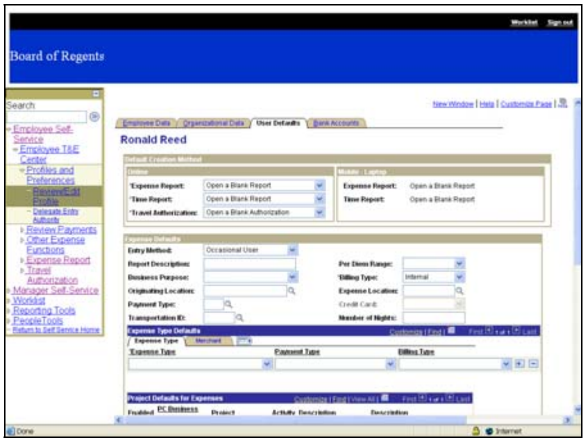
Step	Action
1.	Click the **Employee Self-Service** link. Employee Self-Service



Step	Action
2.	Click the **Profiles and Preferences** link. Profiles and Preferences
3.	Click the **Review/Edit Profile** link. Review/Edit Profile



Step	Action
4.	Click the **User Defaults** tab. User Defaults



Step	Action
5.	Click the **Expense Report** list drop-down menu. Open a Blank Report
6.	There are four methods to use as a default in creating new Expense Reports. **Copy From a Template** - This is the recommended default for creating new expense reports. Expenses will display a list of available public and private templates where you can specify a date range and expense types to add. **Copy From a Travel Auth** - Expenses will display a list of approved travel authorizations which are waiting to be applied to an expense report. **Copy an Existing Report** - Expenses will display a list of expense reports you can copy from. **Open a Blank Report** - Expenses will display a blank expense report page.
7.	Click the **Copy From a Template** list item. Copy From a Template
8.	Disregard the **Time Report** list as this feature will not be used at this time.
9.	Click the **Travel Authorization** list pull-down menu. Open a Blank Authorization
10.	There are three methods to use as a default in creating new travel authorizations. **Copy From a Template** - This is the recommended default for creating new travel authorizations. Expenses will display a list of available public and private templates where you can specify a date range and expense types to add. **Copy an Existing Authorization** - Expenses will display a list of travel authorizations to copy from. **Open a Blank Report** - Expenses will display a blank travel authorization.

Step	Action
11.	Click the **Copy From a Template** list item. Copy From a Template
12.	Click the **Entry Method** list drop down menu. Occasional User
13.	The **Occasional User** entry method must always be used so that departure and arrival times may be specified.
14.	Click the **Occasional User** list item. Occasional User
15.	The **Business Purpose** that you select defaults onto the header level of your travel authorizations, cash advances, and expense reports.
16.	Click the **Business Purpose** list drop down menu.
17.	Click the **Attend Conference** list item. Attend Conference
18.	Certain expense types such as mileage require you to provide the Originating Location. This will default onto travel authorizations and expense reports.
19.	Click the **Look up Originating Location** button.
20.	For U.S. locations, the **Originating Location** code will begin with the state abbreviation.
21.	Enter "**GA**" in the **begins with** field.
22.	Click the **Look Up** button. Look Up
23.	You can select from multiple locations within the state of Georgia. Click an entry in the **Originating Location** column from where you most often leave from for official business travel. GAATL
24.	Click the **Look up Payment Type** button.
25.	Click an entry in the **Payment Type** column for the payment method that you use most often. TIP: If you use a variety of payment methods, it may be beneficial for you to leave this box blank at this time. AMX
26.	Click the **Look up Expense Location** button.
27.	Enter "**GA**" in the **begins with** field.

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Step	Action
28.	Click the **Look Up** button. Look Up
29.	Click an entry in the **Expense Location** column to indicate the destination that you most frequently travel to while on official business. GAAHN
30.	In the **Expense Type Defaults** section, you can select your most frequently used Expense Types. By doing so, you can specify the payment type, billing type and preferred merchant (if applicable) for each selected expense type so you can avoid re-entering this information each time you select it.
31.	Click the **Expense Type** list drop-down menu.
32.	Click the **Air Travel** list item. Air Travel
33.	Click the **Payment Type** list drop down menu next to the Expense Type you just selected.
34.	Click the **Prepaid Air - (AP Netting)** list item. Prepaid Air - (AP Netting)
35.	Caution: Selecting a Payment Type of **Prepaid Air** means that your Air Travel is typically paid directly by Accounts Payable to the Airline or Travel Agency. If you typically pay for your airfare personally, and then seek reimbursement, DO NOT select a Prepaid payment type.
36.	Click the **Billing Type** list drop-down menu.
37.	Click the **Internal** list item. The **Billing Type** must always be **Internal**. Internal
38.	Click the **Merchant** tab. Merchant
39.	If you frequently use a specific vendor for an expense type, you can select their name from the **Preferred Merchant** listing (if applicable) or enter the vendor in the **Merchant** field.
40.	Click the **vertical** scrollbar to navigate to the bottom of the page.
41.	Click the **Save** button. Save

Step	Action
42.	Congratulations. You have just completed the **Modifying User Defaults** topic. Below is a summary of the key concepts of this topic: - An employee can set general default preferences in the Expenses Self-Service portal for how to create Expense Reports and Travel Authorizations. An employee can also select preferences for entry method, business purpose, originating location, payment type, and expense location. - In the Expense Type Defaults section, a user can select their most frequently used Expense Types, including payment type, billing type, and preferred merchant for each selected expense type. - The User preference data defaults onto the transaction only during the Add mode. This includes adding a new travel authorization, cash advance, or expense report, or adding a line into one of these reports. ***IMPORTANT NOTE: YOU MUST COMPLETE THE CHAPTER QUIZ TO DEMONSTRATE YOU HAVE COMPLETED THE REQUIRED TRAINING.*** *The quiz covers the entire chapter, so if you have not finished all topics yet in this chapter, Travel & Expenses (EU) – Employee Setup and Maintenance, please complete all chapter topics in this UPK Player before attempting the quiz. There is a link to the quiz following every topic and every set of review questions. If you do not complete the Chapter quiz, you will not receive credit for completing the training.* ***Click here to proceed directly to the Chapter Quiz for Employee Setup and Maintenance.*** **End of Procedure.**

EX.010.021 - Authorize Expenses Users /Delegate Entry Authority

This topic demonstrates how to authorize Expenses Users, or delegate Entry Authority for expense transactions. If an employee plans to enter and/or view their own expense transactions in the system, that employee must be entered as an authorized user for themselves.

Additionally within the Expenses Module, employees have the opportunity to delegate entry authority to additional User IDs. You can authorize multiple User IDs per employee. This functionality can best be explained using the following example:

“Employee ‘A’ does not regularly create/enter expense reports for himself. His office manager, Employee ‘B’, processes expense transactions on his behalf. Employee ‘A’ will need to add Employee ‘B’s’ User ID to his authorized Expense User listing. Therefore, the next time Employee ‘A’ has an expense transaction that needs to be entered, Employee ‘B’ can log onto the system using her own User ID and password, and create that expense transaction for Employee ‘A’”.

Topic Objectives:
Upon completion of this topic, you will be able to:

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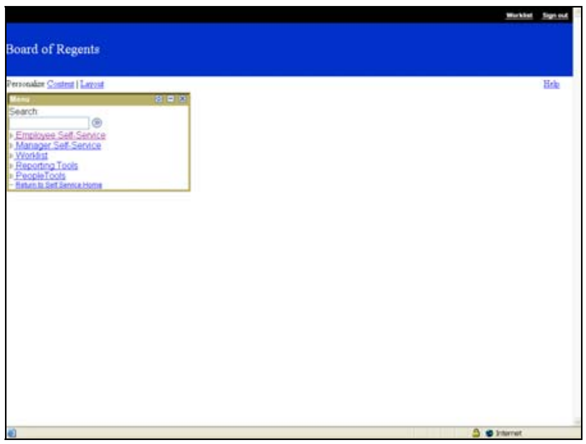
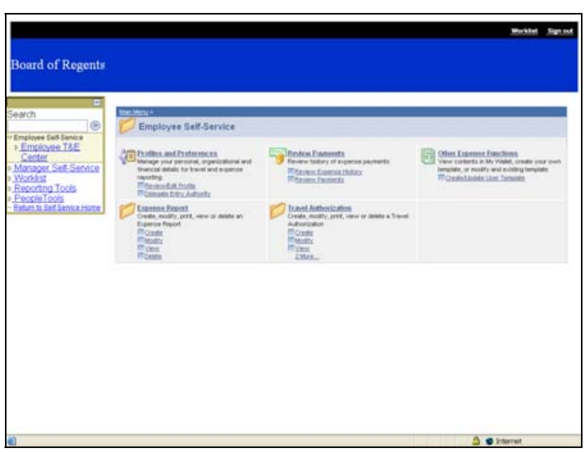
- Identify what is required of an employee who plans to enter and/or view their own expense transactions in the system.
- Define what delegating entry authority provides a user.
- Authorize expense users.

Procedure

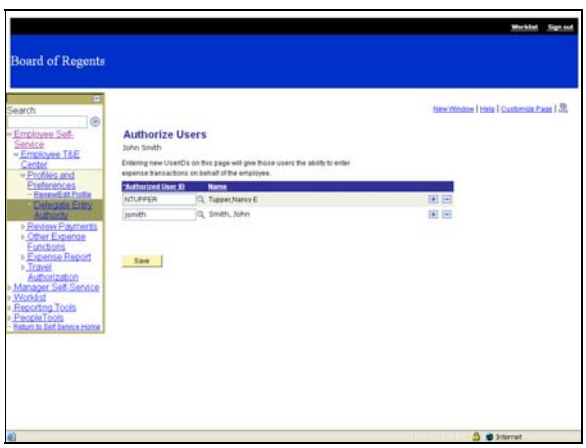
For this topic, you need to verify that you are an authorized user for entering expense transactions. Your User ID is jsmith. You also need to add another authorized user to enter expense transactions on your behalf. That User ID is ABRAY. Let's see how this is done.



Step	Action
1.	Click the **Employee Self-Service** link. Employee Self-Service

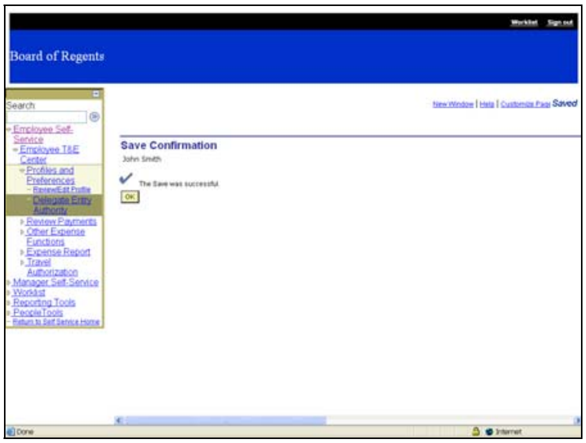


Step	Action
2.	Click the **Profiles and Preferences** link. Profiles and Preferences
3.	Click the **Delegate Entry Authority** link. Delegate Entry Authority
4.	This page displays all User IDs who are authorized to enter and/or update expense transactions on your behalf.
5.	The list of authorized users is usually comprised of the traveler's User ID, as well as the User IDs for AP Clerks, Administrative Assistants, and others who typically enter expense transactions on behalf of the traveler. Your institution may select centralized personnel, such as AP Clerks, who will be automatically included in your **Authorize Users** page.
6.	Confirm that your User ID is listed in the **Authorized User ID** column. If your ID is not listed on this page it should be added as you will not be able to enter expense transactions for yourself without being an authorized user.



Step	Action
7.	Click the **Add a new row** button at the end of row 2 to add an additional authorized user to your profile.
8.	Click the **Authorized User ID** button to select the User ID you wish to authorize.
9.	Click an entry in the **User ID** column. ABRAY

Step	Action
10.	The new User ID you selected should be displayed on your **Authorize Users** page.
11.	Click the **Save** button. Save



Step	Action
12.	Click the **OK** button. OK

Step	Action
13.	Congratulations. You have just completed the **Authorize Expenses Users/Delegate Entry Authority** topic. Below is a summary of the key concepts of this topic: - Employees must enter themselves as authorized users to enter and view expense transactions. - By delegating authority to another user, an employee can allow someone else to enter expense transaction on their behalf. ***IMPORTANT NOTE: YOU MUST COMPLETE THE CHAPTER QUIZ TO DEMONSTRATE YOU HAVE COMPLETED THE REQUIRED TRAINING.*** *The quiz covers the entire chapter, so if you have not finished all topics yet in this chapter, Travel & Expenses (EU) – Employee Setup and Maintenance, please complete all chapter topics in this UPK Player before attempting the quiz. There is a link to the quiz following every topic and every set of review questions. If you do not complete the Chapter quiz, you will not receive credit for completing the training.* ***Click here to proceed directly to the Chapter Quiz for Employee Setup and Maintenance.*** **End of Procedure.**

EX.010.500 - Understanding Expenses Workflow (for Travelers)

This topic explains how Expenses Workflow functions from a Traveler's perspective. The Expenses Module uses an electronic system called "Workflow" to pass transactions to the appropriate approvers.

Topic Objectives:
Upon completion of this topic, you will be able to:
- Identify the main difference in employee travel and expenses between PeopleSoft versions 7.5 and 8.9.
- Describe Expenses Workflow.
- Identify how the Expenses Module knows who to electronically route transactions to.
- Identify the minimum number of individuals who will approve an expense transaction.
- Identify how approvers are notified of transactions.
- Identify how expense transactions are taken care of when an approver is away from the office.
- Identify how a traveler will know when his/her expense transaction has been completely approved and/or paid.

Procedure

This topic, **Understanding Expenses Workflow for Travelers**, provides an overview of what travelers should know about Expenses Workflow.

For a printout of this topic, click **here**.

Step	Action
1.	This topic uses the question and answer format. The following questions will be addressed: * What is the main difference in employee travel and expenses between PeopleSoft version 7.5 and 8.9? * What is the Expenses Workflow "big picture"? * How does the Expense Module know who to electronically route my transactions to? * How many individuals will approve my expense transactions? * Can I send an expenses transaction to a particular approver? * How does an approver know my transaction is waiting on his/her approval? * Will my expenses transaction be approved even though my supervisor or other approver is on vacation? * Can I view the status of my expenses transactions? * Can I determine whose approval my transaction is waiting on? * How will I know when my expenses transaction has been completely approved and/or paid?
2.	The "old" method of submitting travel and expense transactions required the use of paper forms (PeopleSoft version 7.5). Through the "new" PeopleSoft version 8.9 you can enter your expense transactions using the PeopleSoft application on the internet. Once you submit a transaction it is electronically routed to the appropriate approvers.
3.	This is a "big picture" image of the Expenses Workflow process.
4.	As a traveler using the "old" method of submitting paper forms, you probably did not play an active role in determining who approved your travel and expense transactions. Most likely, you submitted your forms to the same individual (or group) and he/she/they determined who received the transaction for the next level of approval. The "new" Expenses module places a greater responsibility on the traveler in determining who the transaction should be electronically routed to. The traveler (or his/her delegate who is submitting the electronic document) should know the following for each transaction: 1. Which department should this expense be charged to? 2. Was this expense related to a project or grant? You will see why this information is critical in the next few slides. First, some background information...

Step	Action
5.	An Expense Report (like the one pictured on this page) replaces the paper expense form you are familiar with. An expense report contains multiple Expense Lines where you specify the types of expenses you incurred while traveling on official business.
6.	This an example of a single Expense Line. You may have a minimum of one expense line per transaction, or you may have multiple lines, depending on what expenses you incurred and how many days you traveled.
7.	Each Expense Line contains its own ChartField values. These values dictate how this expense gets recorded against your institution's budget. These ChartField values may be adjusted by an approver after the expense report is submitted.
8.	Now that we've covered the background information on what a Chartfield is, and where it is found in an expense transaction, we can answer the question: **How does the Expense Module know who to electronically route my transactions to?** The answer is: the **Department** and **Project** on the ChartField for each Expense Line.
9.	When you submit a transaction, the system first looks at the Department that you have specified in your ChartField. It matches this department to a pre-defined list maintained by your expense administrator (e.g. "If Dept TC5DPT1 is selected, route the transaction to Approver A, then B, then C, etc.") The Project field should only be used for expenses that relate to a project or grant. **IF** there is a value in the project field, the transaction follows the same routing schedule based on the department, but the system inserts an additional level of required approval for the project/grant approver.
10.	The required levels of approval are established by your institution's expense administrator. These will probably be similar to how your paper expense transactions were approved. As mentioned in the previous slide, the administrator maintains a list within the system that provides directions on which employees should approve transactions for a particular department or project.
11.	For all expense transactions except for Flexible Spending Account reimbursements (FSAs), there is a minimum of two approval levels and no maximum, as a transaction can include multiple approvers on the Departmental level. The Workflow system can be adapted to fit the needs of your institution!

Step	Action
12.	As a traveler, you select who should initially receive your expense transactions when you select the department in your expense line's chartfield. You cannot specify by UserID who should be the recipient of your transactions. Approvers have the flexibility to change ChartField values and reassign transactions to another approver.
13.	As a traveler, when you click the "Submit" button on an expense transaction, it automatically begins the Workflow approval process. Your responsibility for this transaction has ended, unless it is returned to you for modifications. You do not need to notify an approver that the transaction is waiting on their approval. Approvers are automatically notified both by email and through the Worklist section of the Expenses module that they have a transaction that is waiting for their approval.
14.	This is an example of the automatic email that an approver will receive when they have a transaction that requires their attention.
15.	This is an example of the Worklist that an approver will access within the Expenses module. This Worklist contains all transactions that are waiting his/her approval.
16.	YES - if an approver knows he/she will be unable to perform Workflow approvals for a period of time, he/she can electronically delegate this authority to another approver within the Expenses module. Also, if a transaction has been waiting in an approver's queue for more than 5 days it will automatically be routed to the Workflow Administrator who will reassign the transaction to the appropriate approver.
17.	One major benefit of having electronic Workflow is the ability to view your transaction at all stages of the approval process. By using the "View" option in the HRMS Self-Service Expenses portal, you can view the Status of all transactions you have created.
18.	Also, by clicking on a transaction from this "View" page, you can determine where in the approval process a particular transaction is at. Near the bottom of a transaction there is a **Pending Actions** section and an **Action History** section. The **Pending Actions** section lists those approval levels that are still required to complete the Workflow process for the transaction. The **Action History** section displays what actions have been taken on the transaction, and the employee that performed the action.

Step	Action
19.	You will receive an email when a transaction has been completely approved and also when a transaction has been paid. This information is also available within the Employee Self-Service Portal through the Employee History and Employee Payments options.
20.	This concludes this topic.
21.	Congratulations. You have just completed the **Understanding Expenses Workflow for Travelers** topic. For a printout of this topic, click **here**. ***IMPORTANT NOTE:* *YOU MUST COMPLETE THE CHAPTER QUIZ TO DEMONSTRATE YOU HAVE COMPLETED THE REQUIRED TRAINING.*** *The quiz covers the entire chapter, so if you have not finished all topics yet in this chapter, Travel & Expenses (EU) – Employee Setup and Maintenance, please complete all chapter topics in this UPK Player before attempting the quiz. There is a link to the quiz following every topic and every set of review questions. If you do not complete the Chapter quiz, you will not receive credit for completing the training.* ***Click here to proceed directly to the Chapter Quiz for Employee Setup and Maintenance.*** **End of Procedure.**

EX.060.400 - Using the Notify button in Expenses (Self-Service)

This topic demonstrates the functionality of the Notify option. The Notify button is an optional way to send email correspondence to individual(s) about a specific expense transaction or expense page.

This button is available on several pages throughout the Expenses module. The notify functionality is the same no matter which page you access the button from.

The Notify button can also be used in the Core Application (see business process ***EX.060.401***).

Topic Objective:
Upon completion of this topic, you will be able to:
- Identify the steps required to send a notification in the Self-Service portal

Procedure

For this topic, imagine that you need to use the Notify button in the Self-Service portal to send an email to two users. Let's see how this is done.

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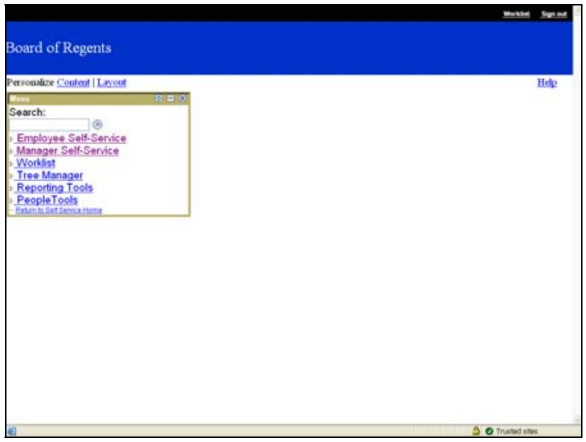
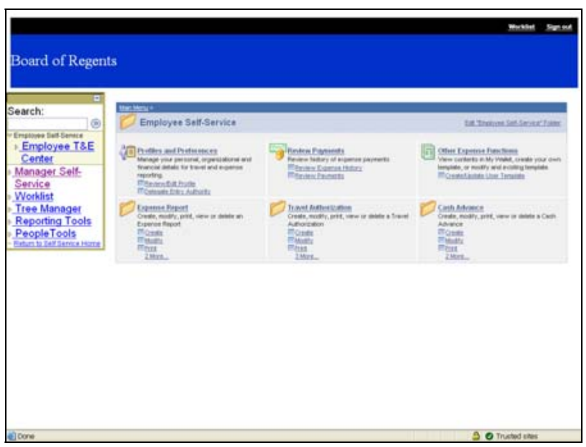
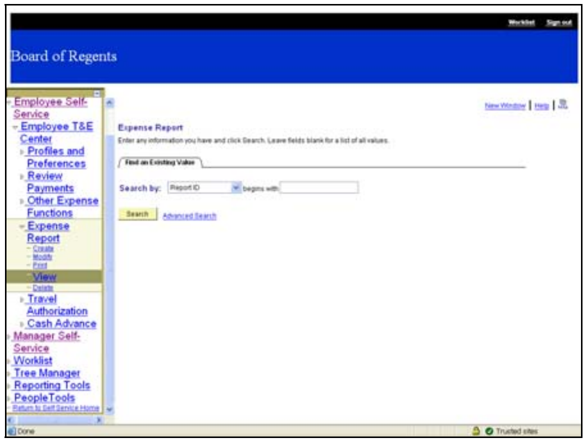


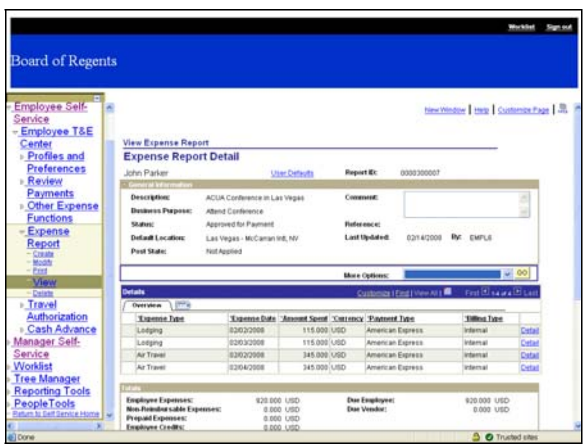
Step	Action
1.	Click the **Employee Self-Service** link. Employee Self-Service



Step	Action
2.	Click the **Expense Report** link. Expense Report
3.	Click the **View** link. View



Step	Action
4.	Click the **Search** button. Search
5.	Select an entry in the **Report ID** column that you wish to notify someone about. 0000300007
6.	The transaction will be displayed in a "read-only" format for your review.



Step	Action
7.	Click the **vertical** scrollbar to navigate to the bottom of the page.
8.	Click the **Notify** button. Notify
9.	The **Send Notification** page is displayed where you can specify the recipients of your email and include additional information.

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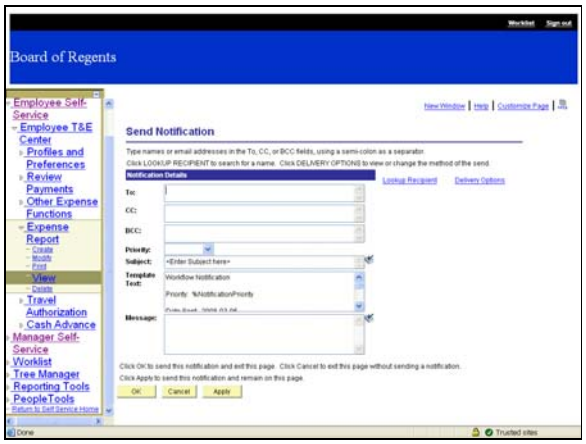
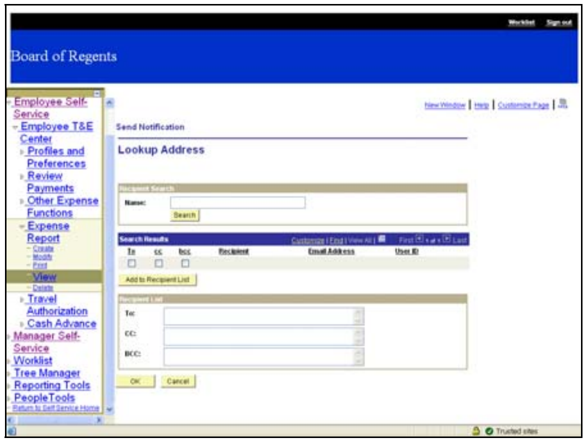
Step	Action
10.	If you know the email address(es) of the individual(s) you wish to notify, you can enter the address(es) directly in the **To:**, **CC:** or **BCC:** fields. If you are not sure of the email address, and you wish to notify an employee within the PeopleSoft system, you can click the **Lookup Recipient** button to search for employees by name. TIP: By entering the email address directly on this page, you can list an address outside of the PeopleSoft system (e.g. if you wanted to send a reminder email to your personal email account).



Step	Action
11.	Click the **Lookup Recipient** link to search for employees within the PeopleSoft system. Lookup Recipient
12.	For this exercise, we want to send an email to Paul Blevins, and copy Jessica Simpson. Use the **Recipient Search** field to enter criteria and search. The employee(s) you select will be displayed in the **Recipient List** section.
13.	Search TIP: Entering the beginning letters of an employee's last name may ensure that you return the correct search results.



Step	Action
14.	Enter "**bl**" in the **Name** field.
15.	Click the **Search** button. Search
16.	Click the **To** checkbox next to the desired Recipient.
17.	Click the **Add to Recipient List** button. Add to Recipient List
18.	Notice that your Recipient's name and User ID appeared in the **Recipient List** section.
19.	Next, you wish to copy another employee, Jessica Simpson, on this notification.
20.	Enter "**si**" in the **Name** field.
21.	Click the **Search** button. Search
22.	Click the **cc** checkbox next to your desired Recipient.
23.	Click the **Add to Recipient List** button. Add to Recipient List
24.	Click the **vertical** scrollbar to navigate to the bottom of the page.
25.	Click the **OK** button to confirm your Recipient List and return to the main notification page. OK
26.	The **Priority** field is optional, but it can be used to notify your email recipient of the urgency of your request.

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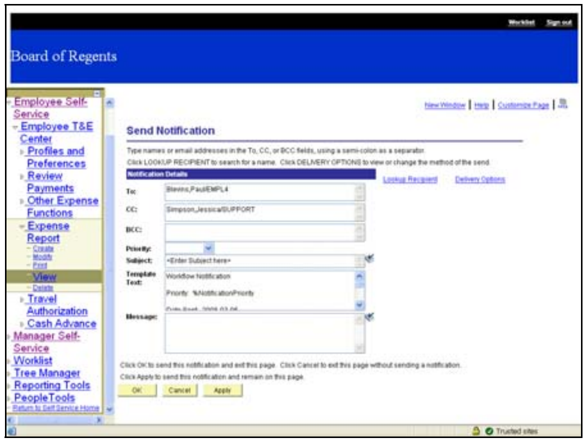

Step	Action
27.	Click the **Priority** list.
28.	Click the **1-High** list item. 1-High
29.	Enter "**Please Verify**" in the **Subject** field to update the subject line that the email recipient will see when they open your email notification.
30.	Enter "**Please verify the conference dates before approving**" in the **Message** field.
31.	Click the **OK** button to send the email notification. OK
32.	You are returned to the "view" page of the Expense Report.
33.	This is an example of what your email will look like when opened by your recipient(s). Notice that the link to the specific transaction is included in the email. If the email recipient has a valid User ID, he/she can click this link to view the transaction.

Step	Action
34.	Congratulations. You have just completed the **Using the Notify button in Expenses (Self-Service)** topic. Below is a summary of the key concepts of this lesson: - The Notify button is an optional way to send email correspondence to individual(s) about a specific expense transaction or expense page. - The Notify button is available on multiple pages throughout the self-service portal. ***IMPORTANT NOTE: YOU MUST COMPLETE THE CHAPTER QUIZ TO DEMONSTRATE YOU HAVE COMPLETED THE REQUIRED TRAINING.*** *The quiz covers the entire chapter, so if you have not finished all topics yet in this chapter, Travel & Expenses (EU) – Employee Setup and Maintenance, please complete all chapter topics in this UPK Player before attempting the quiz. There is a link to the quiz following every topic and every set of review questions. If you do not complete the Chapter quiz, you will not receive credit for completing the training.* ***Click here to proceed directly to the Chapter Quiz for Employee Setup and Maintenance.*** **End of Procedure.**

HR/EX Self Service Setup & Preferences - Review Questions

These are review questions for the lesson you just completed: **HR/EX Self Service Setup and Preferences**.

When completing the review questions, please note the following:
- Select the most correct answer from the options provided.
- Select your answer by clicking directly on your choice; clicking anywhere else but the correct answer will result in a wrong answer.
- You must answer the questions in order.
- If you have selected the correct answer, you will move on to the next question.
- If you have selected an incorrect answer, you will be prompted to try again.
- There is no official scoring of review questions; however, you will see a summary of your results at the end of the review questions.

Procedure

The following are Lesson Review Questions for **HR/EX Self Service Setup and Preferences**.

Please keep the following in mind when completing the review questions:

- Questions are not scored.

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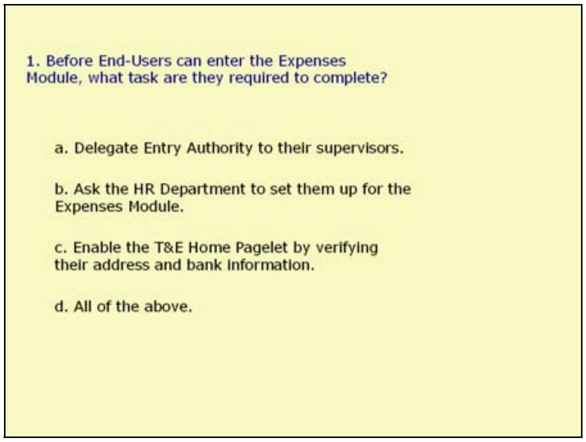
- To select an answer, click directly on your choice; clicking anywhere but the correct answer will register as an incorrect choice.
- Completing the review questions will help prepare you for the end of chapter quiz.



Step	Action
1.	Click the **correct** object. Select the correct answer by clicking directly on it.
2.	Click the **correct** object. Select the correct answer by clicking directly on it. b. Balance
3.	Click the **correct** object. Select the correct answer by clicking directly on it. e. All of the above
4.	Click the **correct** object. Select the correct answer by clicking directly on it.
5.	Click the **correct** object. Select the correct answer by clicking directly on it.
6.	Click the **correct** object. Select the correct answer by clicking directly on it.
7.	Click the **correct** object. Select the correct answer by clicking directly on it.

Step	Action
8.	Click the **correct** object. Select the correct answer by clicking directly on it. a. Workflow
9.	This completes this lesson’s review questions. ***IMPORTANT NOTE:*** ***YOU MUST COMPLETE THE CHAPTER QUIZ TO DEMONSTRATE YOU HAVE COMPLETED THE REQUIRED TRAINING.*** *The quiz covers the entire chapter, so if you have not finished all topics yet in this chapter, Travel & Expenses (EU) – Employee Setup and Maintenance, please complete all chapter topics in this UPK Player before attempting the quiz. There is a link to the quiz following every topic and every set of review questions. If you do not complete the Chapter quiz, you will not receive credit for completing the training.* ***Click here to proceed directly to the Chapter Quiz for Employee Setup and Maintenance.*** **End of Procedure.**