TA/ER Cheat Sheet

BEFORE TRAVEL

Create the TA.

PeopleSoft ESS: Travel and Expenses pagelet > Travel Authorizations folder > Create/Modify link

- ❑ Add a New Value tab. Add. Select blank, copy, or template.
- ❑ In General Information area: Enter Business Purpose, Description, Default Location (W or O), From/To Dates.
- ❑ Add at least one expense type and estimated amount. Click Actions Drop Down, Choose Default Accounting > Go, Enter Chartstring. The Chartstring will populate on the entered expense type and any additional expense types added.
- ❑ Add the necessary line(s) for projected expenses.
- ❑ Add attachments.
- ❑ Review. Click Summary and Submit. Check certification box, Submit. Make note of the TA #.
- ❑ Once you submit, you are able to Withdraw the TA as long as it has not been processed by an approver. After the TA is processed by an approver, you will not be able to modify it unless it is returned to you.

Modify the TA, if sent back.

PeopleSoft ESS: Travel and Expenses pagelet > Travel Authorizations folder > Create/Modify link

- ❑ Find an Existing Value tab. Advanced Search.
- ❑ Make corrections, resubmit.

View the status of a TA.

PeopleSoft ESS: Travel and Expenses pagelet > Travel Authorizations folder > View link

- You can go to the View screen to find any TA and see its status.
- Find an Existing Value tab. Advanced Search.
- Click the TA to see what Actions have been taken.

AFTER TRAVEL

Create the ER.

PeopleSoft ESS: Travel and Expenses pagelet > Expense Reports folder > Create/Modify link

The ER must be populated from the TA. Do not create a blank ER.

- ❑ Add a New Value tab. Add.
- ❑ **You must populate from a Travel Authorization.** Quick Start > A Travel Authorization > Go. Find and select the appropriate TA.
- ❑ DO NOT REMOVE ANY LINE ITEMS. If a line is not needed, change the amount to $0.01 (a penny) and flag it as non-reimbursable.
- ❑ Do not modify any pre-paid expenses.
- ❑ Modify the expense report as necessary.
  - Add an expense not on TA
  - Update estimated amounts
  - Change dates
  - Set appropriate lines to Non-Reimbursable
  - Split line item between 2 accounts
- ❑ Add attachments at the header level.
- ❑ Review. Click Summary and Submit. Check certification box, Submit. Make note of the ER #.

AS NEEDED (CLEAN UP)

Check your list of TAs.

PeopleSoft ESS: Travel and Expenses pagelet > Travel Authorizations folder > Create/Modify link

- You can go to the View screen to find any TA and see its status.
- If saved (Pending) and you don't need the TA, DELETE or CANCEL.
- If saved (Pending) and you do need it, SUBMIT.
- If approver sent back, review comments and take action.
- If denied by approver, the funds are released and the TA is eligible for deletion.

Cancel a TA.

PeopleSoft ESS: Travel and Expenses pagelet > Travel Authorizations folder > Cancel link

- Cancel a TA when travel will not occur. This will release the encumbrance. You can only cancel a TA that has been fully approved.

Delete a TA.

PeopleSoft ESS: Travel and Expenses pagelet > Travel Authorizations folder > Delete link

- You can delete a TA that has been saved and not submitted, has been sent back, or denied. This removes all history of the TA.

TA Reminders:

- You must know your ChartString in order to create a TA.
- You can create a TA from a blank screen (called *A Blank Authorization*), from a copy (called *An Existing Authorization*), or from a template.
- If desired, you can save a TA as long as you have at least one expense line entered. If you save the TA, don't forget to go back to it from Create/Modify screen (Find a Value tab) to complete/submit it.
- Upon submitting, you will be given a TA #. You will also receive a confirmation email.
- Once you submit a TA, you are able to withdraw the TA as long as it has not been processed by an approver. After the TA is processed by an approver, you will not be able to modify it unless it is returned to you.
- You will not be able to find a TA that you have submitted from the Create/Modify screen – instead go to View to find it.
- A TA must later be turned into an expense report (after the travel has occurred). In other words, every TA has a corresponding ER. All items on the approved TA must be used on the ER. Do not delete an unused line from the ER.