

# PeopleSoft

## AP Travel & Expenses (TE3)

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PREPARED BY THE SDCOE CUSTOMER RESOURCE CENTER

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## Overview of AP Procedures for T&E

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### Tasks

- Audit and approve TAs
- Create vouchers to pay registration forms
- Audit and approve ERs
- Distribute warrants for expense reports
- Answer questions

### Pointers

- If you find that employees don't know "the rules", work with your organization to help define and communicate the business process.
- If you find the travelers (requesters) and managers (approvers) don't read the Comments, work with your organization to encourage that this area of the screen is used to reduce phone calls/emails to you.

### Notes

- Please review the information in the TE1 guide for a complete understanding of how employees submit TAs/ERs and how managers approve them.
- Some items in this guide are marked "**OPTIONAL BASED ON DISTRICT PROCEDURE.**" These items are recommendations only; you will need to determine how your organization will handle these parts of the procedures.

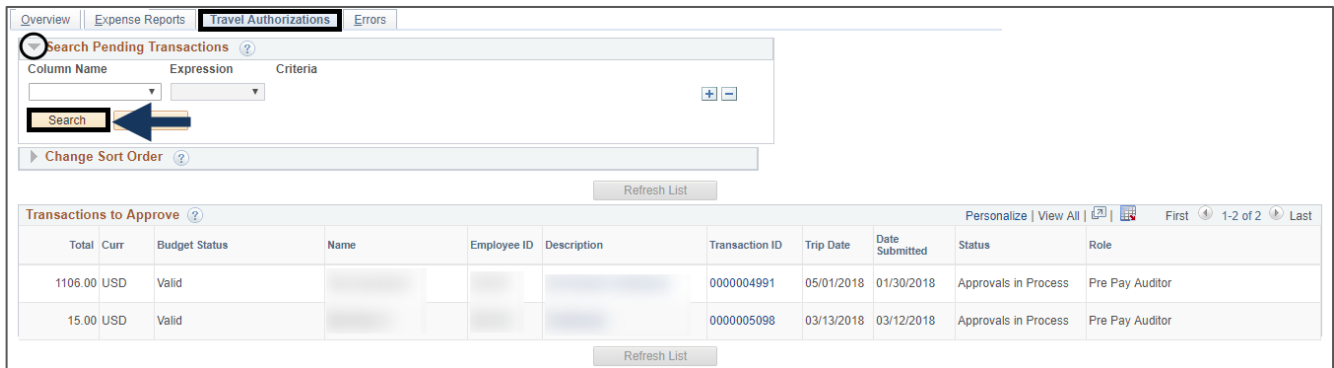
## TAs Without Registration Form (Final Approver)

*These are the basic steps for the final approver when reviewing a TA without a registration form.*

**Navigation:** PeopleSoft Finance > Main Menu > Manager Self-Service > Travel and Expense Center

1. Navigate to **Main Menu > Manager Self-Service > Travel and Expense Center**. Click **Approve Transactions**. An alternate navigation is Main Menu > Travel and Expenses > Approve Transactions > Approve Transactions.
2. Click the **Travel Authorizations** tab to see only TAs. Open a TA. Review the information.

**NOTE:** If no transactions display, try expanding Search Pending Transactions and click **Search**.



Total	Curr	Budget Status	Name	Employee ID	Description	Transaction ID	Trip Date	Date Submitted	Status	Role
1106.00	USD	Valid				0000004991	05/01/2018	01/30/2018	Approvals in Process	Pre Pay Auditor
15.00	USD	Valid				0000005098	03/13/2018	03/12/2018	Approvals in Process	Pre Pay Auditor

3. Budget check, if necessary.
4. **Approve, Send Back, or Deny** the TA.  
**NOTE:** Any TA denied renders the TA useless. The TA is available for deletion.

### COMMENTS:

- The same directions are in the TE1 guide in the Manager section.
- Remember that you can modify an approved TA by using the Modify Approved Transactions link. Examples: (1) add, delete, or split ChartStrings, (2) delete expense types previously approved, and (3) add new expense types not yet approved. When you make a modification it will not cause the TA to re-route through workflow.



## TAs With Registration Form

These are the basic steps for the final approver when reviewing a TA with a registration form. These directions explain how to create the voucher to pay the registration. Note that the Supplier for the registration form must exist; the Supplier is selected in Step 8.

**Navigation:** PeopleSoft Finance > Main Menu > Manager Self-Service > Travel and Expense Center

### Review the TA.

1. Navigate to **Main Menu > Manager Self-Service > Travel and Expense Center**. Click **Approve Transactions**. An alternate navigation is Main Menu > Travel and Expenses > Approve Transactions > Approve Transactions.
2. Click the **Travel Authorizations** tab to see only TAs. Work through the list.

**NOTE:** If no transactions display, try expanding Search Pending Transactions and click **Search**.

Total	Curr	Budget Status	Name	Employee ID	Description	Transaction ID	Trip Date	Date Submitted	Status	Role
1106.00	USD	Valid				0000004991	05/01/2018	01/30/2018	Approvals in Process	Pre Pay Auditor
15.00	USD	Valid				0000005098	03/13/2018	03/12/2018	Approvals in Process	Pre Pay Auditor

3. Click a TA link.
  - a. Review the information.
  - b. If it wasn't budget checked, budget check the TA.
4. If there are errors, enter comments and click **Send Back** (to return to be fixed/corrected) or **Deny** (to completely deny the TA). **NOTE:** Any TA denied renders the TA useless.
5. Review the attachment.
6. Open and review the attachment.

**OPTIONAL BASED ON DISTRICT PROCEDURE:** Print the registration form, if desired, to send to supplier with the warrant.



**Create the AP voucher.**

*Make sure the Supplier exists in PeopleSoft. The Supplier is selected at Step 9.*

7. Click **New Window**. Navigate to the **AP WorkCenter** (Main Menu > Accounts Payable > Accounts Payable WorkCenter).
8. Go to **AP Entry > Regular Entry** to pay the registration off the TA. Create a voucher. You can get the registration information from the TA attachment or Details link.
9. On the **Add a New Value** tab, enter the following:
  - a. **Supplier Name:** Enter Supplier Name (like AASPA) and tab out.
  - b. **Invoice Number:** Enter the invoice #.  
**OPTIONAL BASED ON DISTRICT PROCEDURE:** Type the employee name as First Last (to print on warrant); otherwise use the actual invoice #
  - c. **Date:** Enter the date. If today's date, you can enter *T* or *t*.
  - d. Click **Add**.



10. On the **Invoice Information** tab, enter the following:
  - a. **Total:** Enter the registration amount in the “Total” box on the right side of the screen.
  - b. **Distribution Lines:** Enter the ChartString. You can get this from the TA Registration/Conference line (Accounting Defaults).
  - c. Click the **Tax Exempt** checkbox.

**NOTE:** If you happen to have a voucher with multiple line items and not all items are tax exempt, then you will need to also click the **Sales/Use Tax Summary** link (right side of screen) and mark *Sales Tax Applicable* for the item that will be taxed (like a book/materials for a conference, for example).

- d. Click **Calculate**.
  - e. Click **Save**. Locate the Voucher ID (like 45098).
11. **OPTIONAL BASED ON DISTRICT PROCEDURE:** Write the TA # and Voucher # on the printed registration form.
  12. Budget check the voucher from the **Action** menu. When asked, “Do you want to wait for the process to be completed? Voucher will be displayed after process ends?” click **Yes**. Note that budget checking may take approximately 30 seconds. To verify the status, you can go to the Summary tab and confirm that Budget Status = Valid, then go back to the Invoice tab.
  13. Scan the registration form and attach it to the voucher (Attachments link).
  14. Click **Submit Approval**. **OPTIONAL BASED ON DISTRICT PROCEDURE:** Because this is a Non-PO voucher, type “*TA #XXXX Conference Registration*” in Additional Details for approver. Click **OK**.  
  
This will go through workflow for direct voucher approval and then to SDCOE Commercial Warrants for approval before the warrant is printed.
    - **Charter Schools:** No SDCOE Commercial Warrant approval is required.

**Approve the TA.**

15. Go back to the TA.
16. **OPTIONAL BASED ON DISTRICT PROCEDURE:** Add a comment that registration was paid (“*Registration paid on Voucher XXXXX*”). Click **Approve**.
17. A confirmation window will appear. Click **OK**.

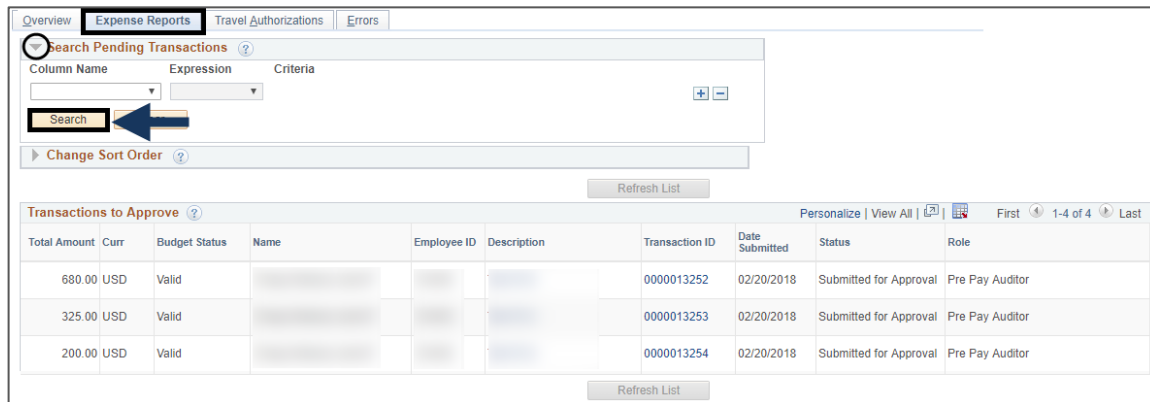
## Expense Reports for Mileage

These are the basic steps for the final approver when reviewing a mileage report.

**Navigation:** PeopleSoft Finance > Main Menu > Manager Self-Service > Travel and Expense Center

1. Navigate to **Main Menu > Manager Self-Service > Travel and Expense Center**. Click **Approve Transactions**. An alternate navigation is Main Menu > Travel and Expenses > Approve Transactions > Approve Transactions.
2. Click the **Expense Reports** tab to see only ERs.

**NOTE:** If no transactions display, try expanding Search Pending Transactions and click **Search**.



The screenshot shows the 'Expense Reports' tab selected. Under 'Search Pending Transactions', there is a search bar with a 'Search' button highlighted by a blue arrow. Below this is a table titled 'Transactions to Approve' with the following data:

Total Amount	Curr	Budget Status	Name	Employee ID	Description	Transaction ID	Date Submitted	Status	Role
680.00	USD	Valid				0000013252	02/20/2018	Submitted for Approval	Pre Pay Auditor
325.00	USD	Valid				0000013253	02/20/2018	Submitted for Approval	Pre Pay Auditor
200.00	USD	Valid				0000013254	02/20/2018	Submitted for Approval	Pre Pay Auditor

3. Click the link for the desired expense report (mileage claim). Verify that employee is not claiming mileage further back than district policy.
4. **OPTIONAL BASED ON DISTRICT PROCEDURE:** Look at the attachment. Verify that it is for the timeframe stated, check signature, note # of miles (example: 310).
5. On the ER, click the Mileage line item and verify that the correct # of miles is entered (example: 310). Also check the ChartString used.
6. Budget check, if necessary.

If something needs to be corrected, click **Send Back** and use the comments to indicate what needs to be changed. Or, click **Deny** to deny the expense report. **NOTE:** Any ER denied renders the ER useless.

7. Click the **Receipts Received** checkbox to indicate that you audited and approved the receipts/attachments.



The screenshot shows the 'Receipt Information' section with the 'Receipts Received' checkbox checked and highlighted by a blue arrow.

8. Click **Approve**. The ER will route to SDCOE Commercial Warrants for approval and payment.
  - **Charter Schools:** No SDCOE Commercial Warrant approval is required.



## Expense Report for Travel

These are the basic steps for the final approver when reviewing an expense report for travel.

### BEFORE YOU BEGIN

Remember, every TA needs a corresponding ER. If an expense report is submitted that was not created from a TA, you need to deny it. In the comments, include a statement like “This ER is not associated with a TA. Please cancel this one. Create a new one from the TA.” The employee must cancel the first ER and create a new ER.


**Navigation:** PeopleSoft Finance > Main Menu > Manager Self-Service > Travel and Expense Center

1. Navigate to **Main Menu > Manager Self-Service > Travel and Expense Center**. Click **Approve Transactions**. An alternate navigation is Main Menu > Travel and Expenses > Approve Transactions > Approve Transactions.

2. Click the **Expense Reports** tab to see only ERs.

**NOTE:** If no transactions display, try expanding Search Pending Transactions and click **Search**.

3. Click the link for the desired expense report (travel). Verify that the ER was created from a TA. The TA # is listed directly above the Attachments link. If there is no TA #, deny the ER.



Approve Expense Report

Expense Report Summary

User Defaults

General Information

Report Description	SSEL Mtg w/CDE in Sacramento	Report ID	0000013080
Business Purpose	Official Business	Reference	
Report Status	Submitted for Approval	Employee Base	Office
*Accounting Date	02/02/2018	Created On	01/23/2018
Accounting Template	STANDARD	Updated on	02/02/2018 3:26:03PM
		By	
		By	
		Attachments (1)	Notes

Look above the Attachments to see the TA#.

Travel Auth ID 0000004060

4. Check the ChartString(s).

5. Look at the expense line items. All lines on the TA should be included on the ER. Verify that the same line items used on the TA are included on the ER. (Those not used should be marked “Non Reimbursable” and changed to \$0.01.)

6. Look at the attachments/receipts. Validate that the correct amounts are used, that the employee is allowed to have reimbursement for breakfast/lunch/dinner, etc.

7. Budget check, if necessary.

8. If something needs to be corrected, click **Send Back** and use the comments to indicate what needs to be changed. Or, click **Deny** to deny the expense report. Examples of things that are not approved: Movie rentals, hotel cost not adjusted for room and tax, number of meals not calculated correctly.

**NOTE:** Any ER denied renders the ER useless. The ER is available for deletion.

9. Click the **Receipts Received** checkbox to indicate that you audited and approved the receipts/attachments.



Accounting Defaults More Options

Receipt Information

Receipts Received

10. Click **Approve**. The ER will route to SDCOE Commercial Warrants for approval and payment.

- **Charter Schools:** No SDCOE Commercial Warrant approval is required.



## Expense Reports Payment Process (SDCOE Commercial Warrants)

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### NOTES:

- The Expense Reports Payment Posting/Process (EX\_TRAN\_PRCs) runs nightly from Monday-Friday at 10:30 pm. This is the job that generates Expense Report warrants.
- Every day, SDCOE Operations prints warrants for Travel & Expenses.
- SDCOE Commercial Warrants receives the printed warrants daily after 10:00 am.
- SDCOE Commercial Warrants sorts warrants in the morning and sends them via truck mail on the delivery day for your organization. If you need a warrant sooner, you have to go to SDCOE to pick them up.