

PeopleSoft

AP Travel & Expenses (TE3)

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Overview of AP Procedures for T&E

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.

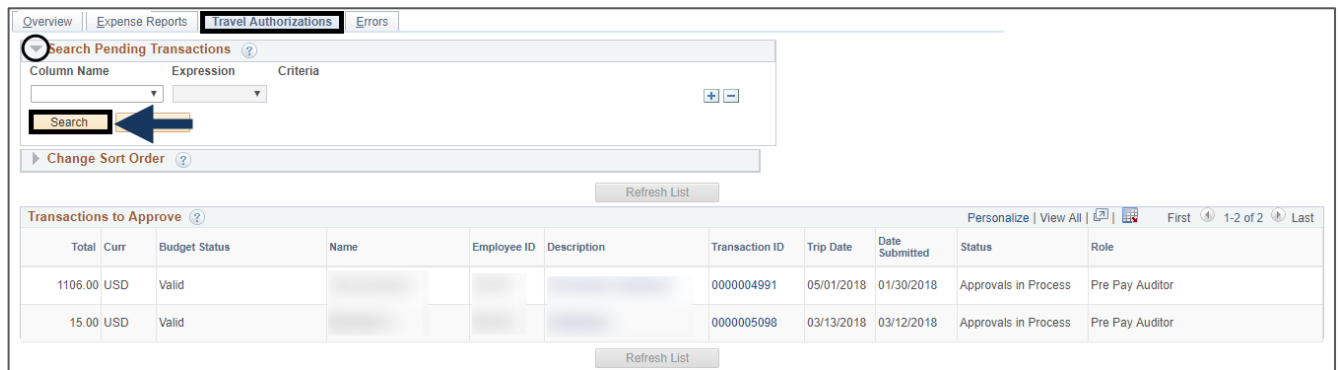
TAs Without Registration Form (Final Approver)

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

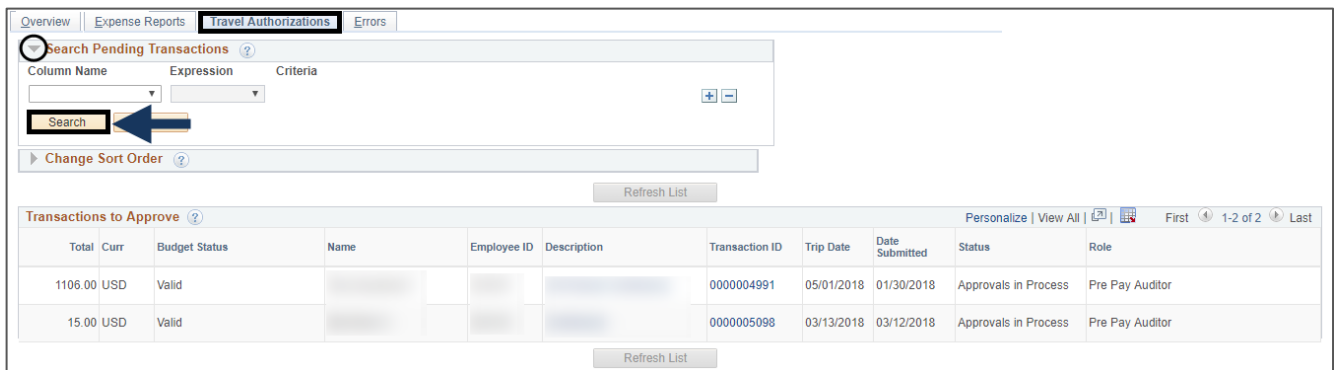
These are the basic steps for the final approver when reviewing a TA with a registration form. These directions explain how to create the voucher to pay the registration. Note that the Supplier for the registration form must exist; the Supplier is selected in Step 8.

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.

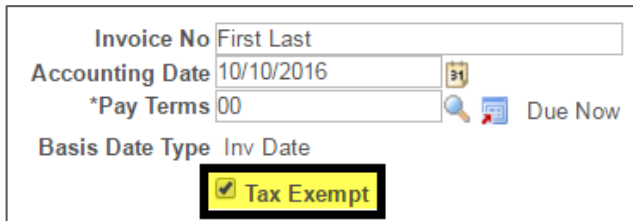
Create the AP voucher. Use 9505XXX

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**.

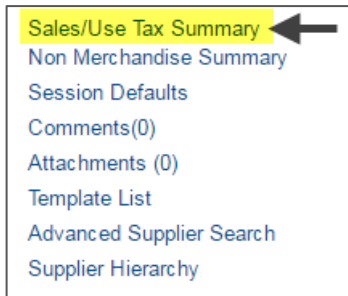
10. On the **Invoice Information** tab, enter the following:

- 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).
 - Use object 9XXXXXX only. (Code is district defined, e.g., 9510XXX, etc.)
 - You do not want the payment to hit Actuals at this time because the travel has not occurred.
 - When the TA is later closed, the system will post the offsetting entry to the 9XXXXXX for those costs that were marked as prepaid.
- c. Click the **Tax Exempt** checkbox.



The screenshot shows a form with the following fields: Invoice No (First Last), Accounting Date (10/10/2016), *Pay Terms (00), Basis Date Type (Inv Date), and a checked **Tax Exempt** checkbox. There are also icons for a calendar, a magnifying glass, and a document.

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).



The screenshot shows a dropdown menu with the following options: Sales/Use Tax Summary (highlighted with a black arrow), Non Merchandise Summary, Session Defaults, Comments(0), Attachments (0), Template List, Advanced Supplier Search, and Supplier Hierarchy.

- 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**.

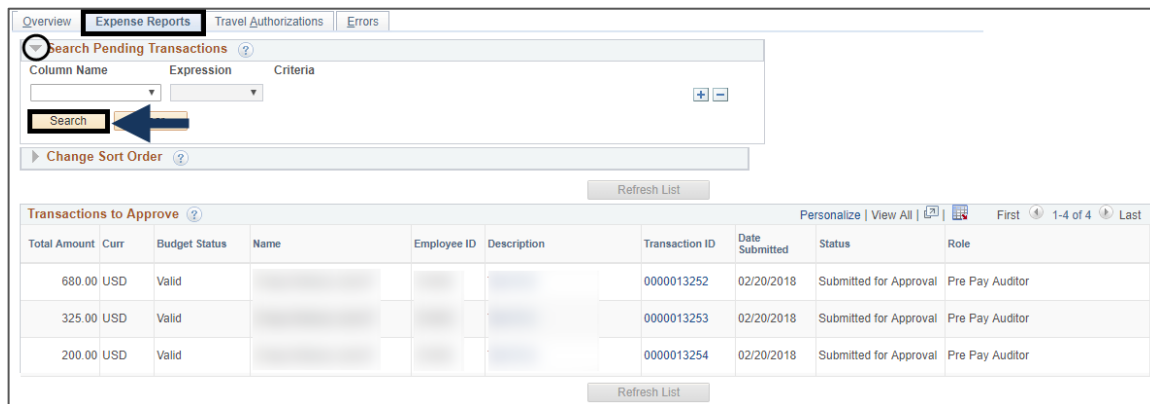
Expense Reports for Mileage

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. A blue arrow points to the checked checkbox.

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

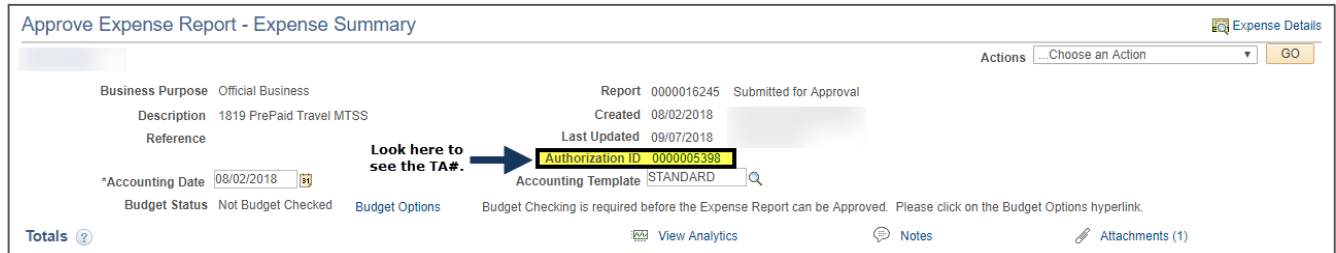
Remember, every TA needs a corresponding ER. If an expense report is submitted that was not created from a TA, you need to deny it. In the comments, include a statement like “This ER is not associated with a TA. Please cancel this one. Create a new one from the TA.” The employee must cancel the first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

Business Purpose: Official Business
 Description: 1819 PrePaid Travel MTSS
 Reference: [Redacted]
 *Accounting Date: 08/02/2018
 Budget Status: Not Budget Checked

Report: 0000016245 Submitted for Approval
 Created: 08/02/2018
 Last Updated: 09/07/2018
 Authorization ID: 0000005398
 Accounting Template: STANDARD

Look here to see the TA# →

Totals [?] View Analytics Notes Attachments (1)

4. Check the ChartString(s).
5. Look at the expense line items.
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 <input type="checkbox"/>
Receipt Information	
<input checked="" type="checkbox"/> 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)

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.