



Third Thursday Demo

# How to Enter a Travel Authorization (TA)

Presented by SDCOE CRC | May 17, 2018

*For organizations that use the Travel & Expenses module*



**SAN DIEGO COUNTY**  
OFFICE OF EDUCATION

CUSTOMER RESOURCE CENTER

# About This Demo

## DEMO SCENARIO:

Kimberly (ID 535106) is going to the CASBO Conference from May 21-24. She anticipates 3 travel costs: registration, airfare, and lodging. How does she enter this in PeopleSoft?

## TOPICS:

1. Where to find the cheat sheet and full guide  
<http://crc.sdcoe.net/resources/peoplesoft/guides> (look for "TE1")
2. How to enter a blank TA (effective May 7, 2018 with the PeopleSoft Upgrade)
3. How data entry is different than prior to May 7

What's different after the PeopleSoft Upgrade on May 7, 2018:

- The screen looks different and functions just like the expense report (ER)
- No Default Accounting link - now enter the ChartString from the Actions dropdown menu at the top-right
- No Comments box anymore - check with your organization if you are to use the first Description box
- No Check for Errors anymore - look for red flags and cells that indicate an error. Note that you can click Save to "clear the red cells" if they do not go away.
- No Update Totals anymore - there is no need to do this since the TA total automatically updates as you tab out of cells
- The Submit button is at the top-right of the screen now; so is the Save button
- You can withdraw the TA right away (after submitting, as long as no one has approved it)
- Do not "Copy a TA" that was created prior to May 7, 2018 - create a new one, then you can copy that one



Actions ...Choose an Action GO

\*Business Purpose Official Business
\*Description CASBO Conference
Description = 30 characters

Default Location Within CA
\*Date From 05/21/2018 \*Date To 06/30/2018
Check with your organization on the date range to use
Attachments

Projected Expenses

Expand All | Collapse All Add: Quick-Fill

Check with your organization on how to use the Description field

Totals (3 Lines) 600.00 USD

\*Date 05/21/2018 \*Expense Type Registration Conf / Wrkshp
\*Billing Type Internal
\*Merchant Preferred Non-Preferred
CASBO, Address, City State Zip
Non-Preferred Merchant = 40 characters
Accounting Details

Table with columns: Description, Payment Type, Amount, Currency. Row 1: Travel to occur 6 am 5/21/18 thru 9 pm 5/24/18, PrePaid Expenses, 100.00, USD

Check with your organization on how to use the Date field (Must be within date range entered at the top of the screen)

Check with your organization on how to use the Non-Preferred Merchant field

SAMPLE ONLY

05/21/2018 Airfare
\*Billing Type Internal
\*Merchant Preferred Non-Preferred
Citibank Master Card
Accounting Details

Table with columns: Description, Payment Type, Amount, Currency. Row 2: Airfare, PrePaid Expenses, 200.00, USD

For Lodging, the Amount is auto-calculated by Nightly Rate x # of Nights

05/21/2018 Lodging
\*Billing Type Internal
Number of Nights 3
\*Nightly Rate 100.00
Accounting Details

Table with columns: Description, Payment Type, Amount, Currency. Row 3: Lodging, Empl Reimbursement, 300.00, USD

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Click + to add a row
Click - to delete a row

Expand All | Collapse All

Totals (3 Lines) 600.00 USD

