

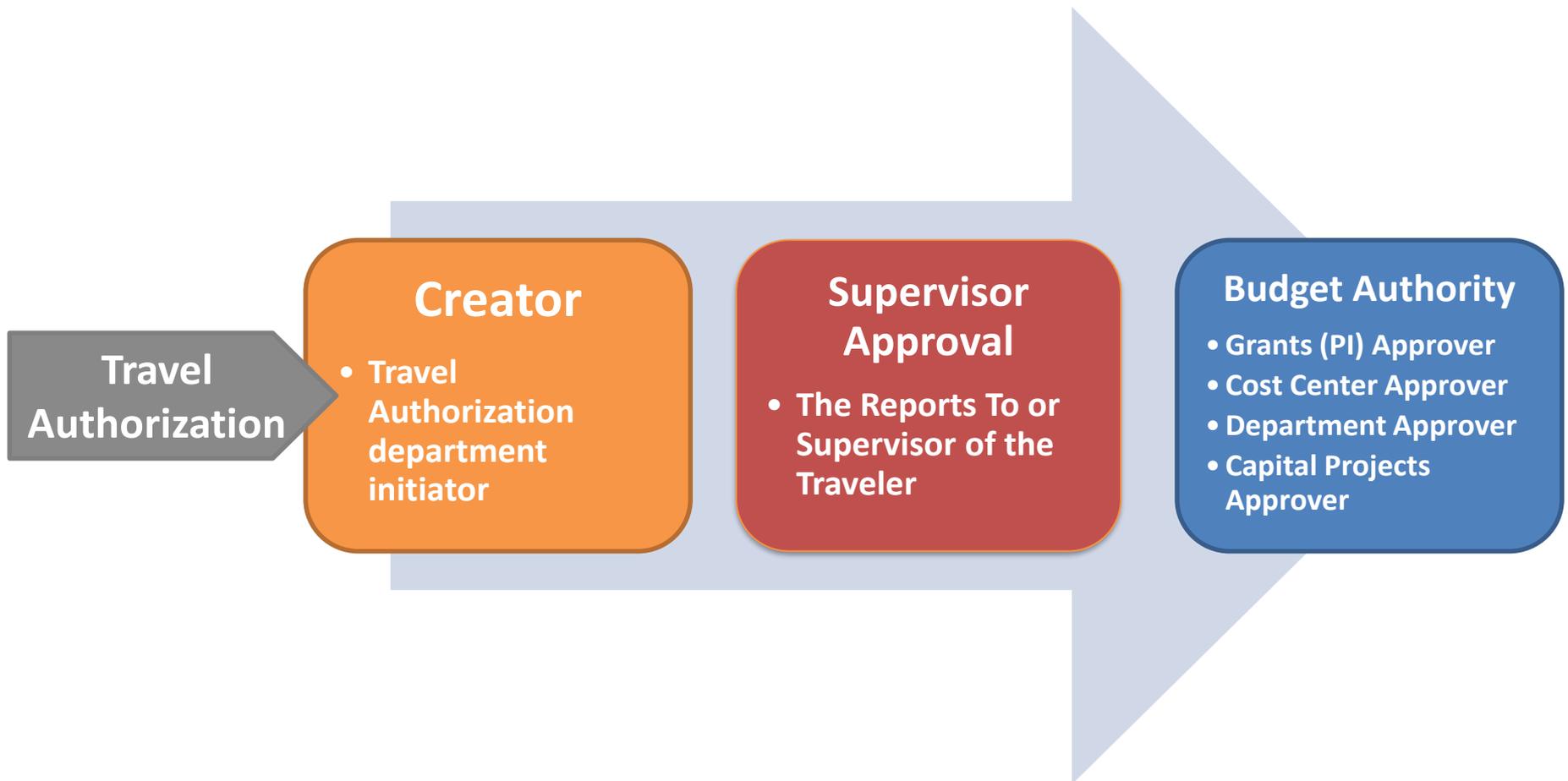


Travel Authorization & Expense Report Processing



Create Travel Authorization

Travel Authorization Workflow



Navigate to Travel Authorization

Main Menu > Travel and Expenses > Travel and Expense Center

The screenshot displays the PeopleSoft Main Menu interface. At the top, the 'Main Menu' dropdown is highlighted with a red box. Below it, the 'Search Menu' field is visible. The left sidebar contains various menu categories such as 'Employee Self Service', 'My Career', 'Personal Information', 'Benefits', 'My Performance', 'Retirement Guide', and 'Manager Self Service'. The 'Travel and Expenses' folder is highlighted with a red box. A secondary dropdown menu is open, showing a list of sub-items. The 'Travel and Expense Center' item is highlighted with a red box, and the 'T and E Administration Center' item is also highlighted with a red box.

- Worklist
- Workforce Development
- Workforce Administration
- UTZ Customizations
- UTShare Resources
- UT Share FMS Conversion
- Tree Manager
- Travel and Expenses**
 - Travel Authorization
 - Real-Time Analysis
 - Process Expenses
 - Manage Expenses Security
 - Manage Employee Information
 - Manage Accounting
 - Expense Report
 - Cash Advance
 - Approve Transactions
 - Travel and Expense Center**
 - T and E Administration Center
- Suppliers
- Supplier Contracts
- Set Up HCM
- Set Up Financials/Supp
- Services Procurement
- Reporting Tools
- Recruiting
- Purchasing
- Project Costing
- Procurement Contracts

Create/Modify Travel Authorization

Travel and Expense Center

Travel and Expense Center

Centralized Travel and Expense Center

Expense Report
Create, modify, print, view or delete an Expense Report

- [Create/Modify](#)
- [Print](#)
- [View](#)
- [Delete](#)

Travel Authorization
Create, modify, print, view or delete a Travel Authorization

- [Create/Modify](#)
- [View](#)
- [Delete](#)
- [Cancel](#)

Travel Authorization

[Find an Existing Value](#) [Add a New Value](#)

Empl ID

1. Click **Create/Modify** under **Travel Authorization**.
2. Click the **Add a New Value** tab.
3. Enter the traveling Employee's ID. Or use the magnifying glass to search for an employee
4. Click **Add** button to continue.

 **PeopleSoft Tips**

- Search for existing travel authorizations by using the **Find an Existing Value** tab.
- In step 3, you can also use the magnifying glass to Search by Name in the dropdown.
- Please remember save this page as a favorite by clicking the **"Add to My Links"** at the top of the page.

Enter General Travel Information

Create Travel Authorization

Yvette Ruiz-Esparza

5

*Business Purpose: TRV-Attend Meeting, Conf, etc.

*Description: Travel to Dallas

Default Location: TX DALLAS

Comment: Attend annual conference

Reference

*Date From: 06/13/2019 *Date To: 06/13/2019

6

+ Attachments

Budget Information

Budget Status: Not Budget Checked

Quick Start: ...Populate From GO

*Benefit: Enhance University operations

*Disposition of Duties: Duties assumed by colleagues

*Are you doing business in Washington, DC?: No

Washington, DC Purpose

Totals (0 Lines) 0.00 USD

*Date *Expense Type Description *Payment Type *Amount Currency

0.00 USD



PeopleSoft Tips

- Travel Dates cannot be in the past.
- For domestic trips in step 5C, enter the state abbreviation (ie: TX) and scroll down to select your city.

5. Enter fields (green) under **Create Travel Authorization**.
 - A. **Business Purpose**- Use drop down menu to select
 - B. **Description** – Enter general description of travel
 - C. **Default location** - Use to select location
 - D. **Comment**- Add notes or justification for trip
 - E. **Date from & Date to** - Enter travel dates
 - F. **Benefit** – Use drop down menu to select
 - G. **Disposition of duties** - Use drop down menu
 - H. **Washington D.C fields**- **required for travel to D.C.**
6. Use **+Attachments** link to add attachments

Enter Travel Authorization Lines

7

*Date: 06/13/2019
 *Expense Type: TA-Travel-Auth-Encumbrance-Amt
 *Description: Annual Conference
 *Payment Type: Paid By Employee
 *Amount: 100.00
 Currency: USD

8

*Billing Type: Expense
 Accounting Details
 SpeedChart

9

10

Amount	*GL Unit	Account	Fund	Dept	Cost Center	Function	Program	PC Bus Unit	Project	Activity
100.00	UTEP1	62491	2100	301500	14021600	700				

11

7. Enter first line of detail fields (highlighted in green)
 - A. **Date**- Enter travel start date
 - B. **Expense Type** – From dropdown select only “TA” expense types (there are only 2)
 - C. **Description** – Enter basic description for the individual line
 - D. **Payment Type** – Only select **Paid By Employee**
 - E. **Amount** – Enter travel authorization amount
8. Click “**Arrow**” to open Accounting Details and Chartfields.
9. Enter funding source in **SpeedChart** field. Then click “enter key” on keyboard.
10. Validate the **Chartfield** values populated from SpeedChart.
11. Click “**+/-**” buttons to add/delete lines. Go to the top of the page after entering all lines.



PeopleSoft Tips

- You may enter multiple lines for different funding sources.
- Billing Type field is always Expense.

Save & Budget Check

Modify Travel Authorization

Yvette Ruiz-Esparza 13 Authorization ID 0000132778 Pending

Comment Attend annual conference

12 Save for Later | Home | Home

14 Budget Information
Budget Status Not Budget Checked
Budget Options

Actions ...Choose an Action GO

Commitment Control

Commitment Control Details

Source Transaction Type Travel Authorization

16 Budget Checking Header Status Not Budget Checked

Commitment Control Amount Type Encumbrance

Override Transaction

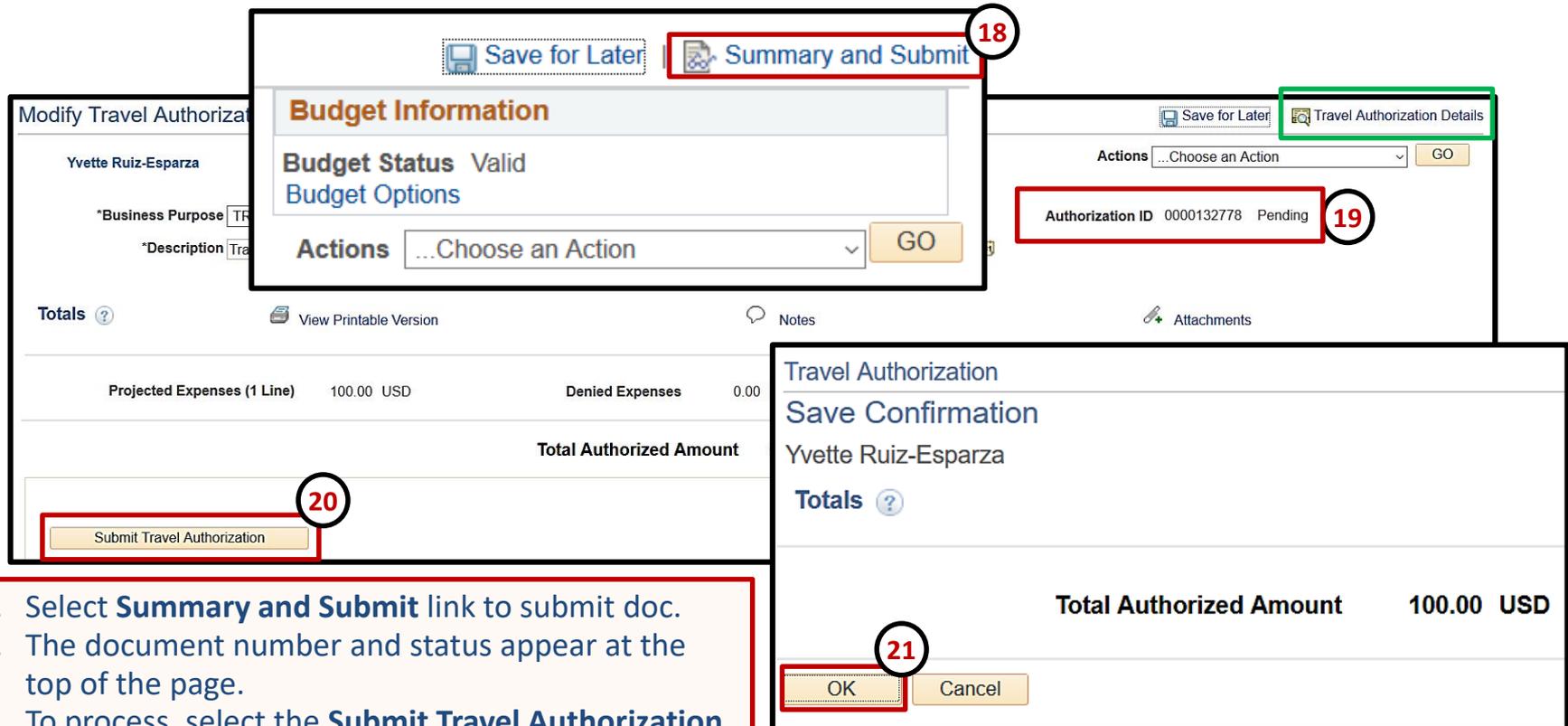
15 Budget Check i

Go to Transaction Exceptions Go To Activity Log

17 OK Cancel

12. To save document click **Save for Later** link.
13. The **Authorization ID** will appear below the name. This is the number provided to the Travel Agency.
14. Select **Budget Options** link to open budget check page.
15. Select **Budget Check** button.
16. Review the **Budget Checking Header Status**.
 - a) Valid- Passed budget checking
 - b) Error in Budget Check- Failed budget checking
17. Click **OK** to get back to the Travel Authorization page.

Submit and Confirm



18 Save for Later Summary and Submit

19 Save for Later Travel Authorization Details
Actions ...Choose an Action GO
Authorization ID 0000132778 Pending

20 Submit Travel Authorization

21 OK Cancel

Travel Authorization Save Confirmation
Yvette Ruiz-Esparza
Totals ?
Total Authorized Amount 100.00 USD

18. Select **Summary and Submit** link to submit doc.
19. The document number and status appear at the top of the page.
20. To process, select the **Submit Travel Authorization** button
21. Click **OK** button to confirm.



PeopleSoft Tip:

Select the **Travel Authorization Details** link if you want to return to the travel entry page.

Review Status & Workflow

The screenshot displays the 'Travel Authorization' page for user Yvette Ruiz-Esparza. Key elements include:

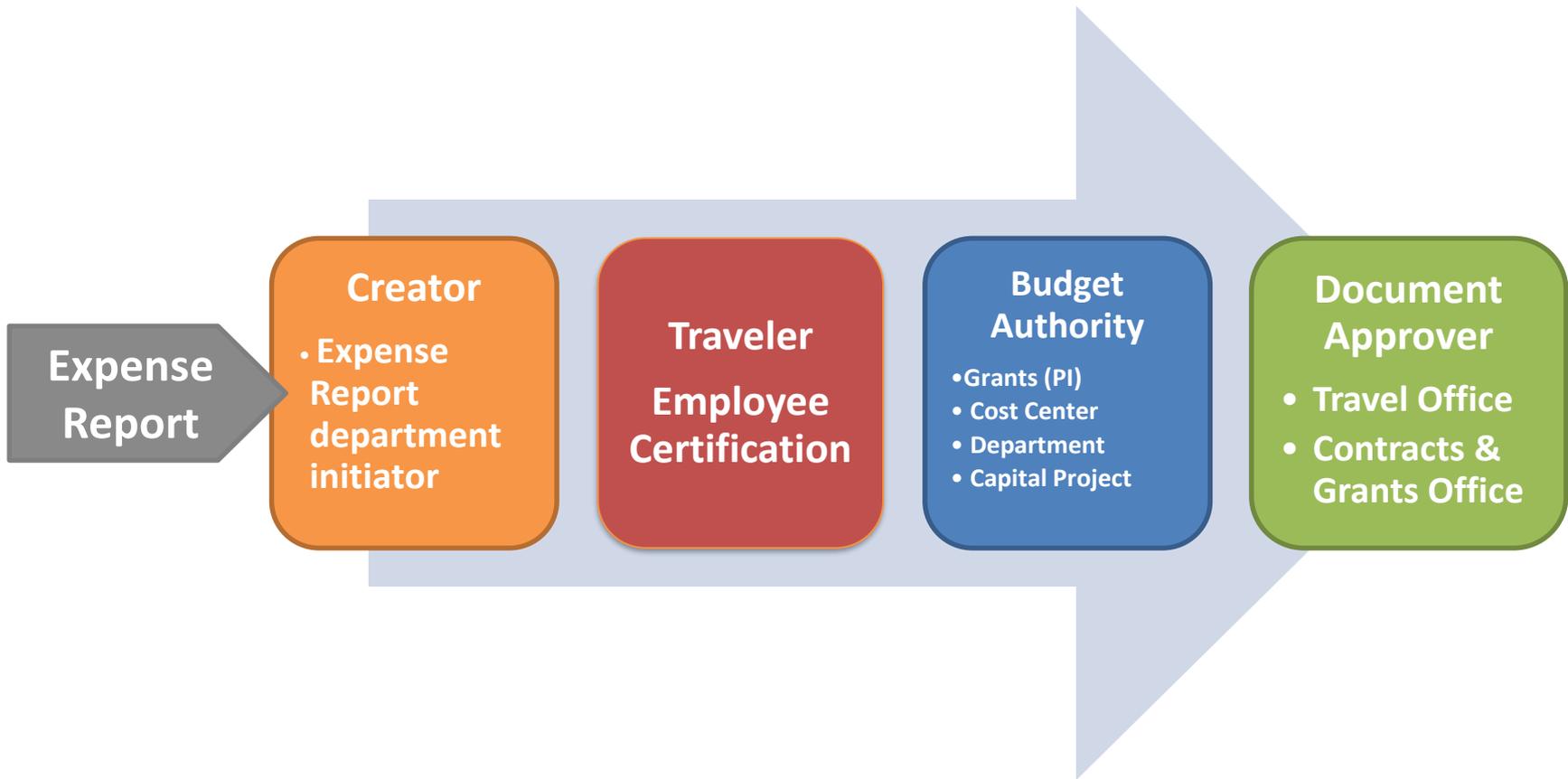
- 22:** Confirmation message: "Your travel authorization 0000132778 has been submitted for approval."
- 23:** "Refresh Approval Status" button.
- 24:** Authorization ID 0000132778, Submission in Process.
- 25:** "Workflow History" link.
- 26:** "Approval History" section showing the document's status as "Submitted" by Yvette Ruiz-Esparza.
- 27:** "Withdraw Travel Authorization" button.

The interface also shows details for Business Purpose (TRV-Attend Meeting, Conf, etc.), Description (Travel to Dallas), Date From (06/13/2019), Date To (06/13/2019), Projected Expenses (100.00 USD), and Total Authorized Amount (100.00 USD). The workflow history shows pending approvals from Supervisor, Cost Center, and Department.

22. Review Confirmation message.
23. Select **Refresh Approval Status** to update status & workflow.
24. Note: document status changed to "**Submission in Process**".
25. Select **Workflow History** link to see classic approval workflow page.
26. The **Approval History** is also available to review workflow.
27. To recall document, select the **Withdraw Travel Authorization** button to return document to the Creator.
 - a) Note: Withdraw is only available when the document is pending at the Supervisor Approval step

Create Expense Report

Expense Report Workflow



Navigate to Expense Reports

Main Menu > Travel and Expenses > Travel and Expense Center

The screenshot displays the PeopleSoft Main Menu interface. At the top, the 'Main Menu' dropdown is highlighted with a red box. Below it, the 'Search Menu' field is visible. The main menu items are listed in a grid. The 'Travel and Expenses' folder is highlighted with a red box. Within this folder, the 'Travel and Expense Center' item is highlighted with a red box. The 'T and E Administration Center' item is also visible below it.

Category	Item
Employee Self Service	Worklist
Employee Self Service	Workforce Development
Employee Self Service	Workforce Administration
Employee Self Service	UTZ Customizations
Employee Self Service	UTShare Resources
Employee Self Service	UT Share FMS Conversion
Employee Self Service	Tree Manager
Employee Self Service	Travel and Expenses
Employee Self Service	Travel Authorization
Employee Self Service	Real-Time Analysis
Employee Self Service	Process Expenses
Employee Self Service	Manage Expenses Security
Employee Self Service	Manage Employee Information
Employee Self Service	Manage Accounting
Employee Self Service	Expense Report
Employee Self Service	Cash Advance
Employee Self Service	Approve Transactions
Employee Self Service	Travel and Expense Center
Employee Self Service	T and E Administration Center
Suppliers	Supplier Contracts
Set Up HCM	Set Up Financials/Supp
Services Procurement	Reporting Tools
Recruiting	Purchasing
Project Costing	Procurement Contracts

Create/Modify Expense Report

Travel and Expense Center

 **Travel and Expense Center**

Centralized Travel and Expense Center

<p> Expense Report Create, modify, print, view or delete an Expense Report</p> <ul style="list-style-type: none"> Create/Modify 1 Print View Delete	<p> Travel Authorization Create, modify, print, view or delete a Travel Authorization</p> <ul style="list-style-type: none"> Create/Modify View Delete Cancel
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Expense Report

Find an Existing Value Add a New Value 2

Empl ID 6001137984  3

Add 4

1. Click **Create/Modify** under Expense Report.
2. Click the **Add a New Value** tab.
3. Enter the Employee's **Empl ID**. Or use the magnifying glass to search for an employee
4. Click **Add** button to continue.

 **PeopleSoft Tips**

- Search for existing Expense Reports by using the **Find an Existing Value** tab.
- In step 3, you can also use the magnifying class to Search by Name in the dropdown.
- Please remember save this page as a favorite by clicking the **"Add to My Links"** at the top of the page.

Enter Expense Report

Create Expense Report Save for Later | Home | Home

Yvette Ruiz-Esparza ?

***Business Purpose** TRV-Attend Meeting, Conf, etc. 5

***Report Description** Travel to Dallas

Reference

Comment Attend annual conference

Default Location X DALLAS

+ Attachments 6

Last Updated 06/13/2019 3:04:22PM By

Budget Information

Budget Status Not Budget Checked

Budget Options

Quick Start ...Populate From GO

Expenses ?

Expand All | Collapse All Add: |  My Wallet (0) |  Quick-Fill

*Date	*Expense Type	Description	*Payment Type	*Amount	*Currency
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00	USD

Total **0.00** **USD**

5. Enter fields (in green) under **Create Expense Report**.
 - A. **Business Purpose**- Use drop down menu to select
 - B. **Report Description** – Enter general description
 - C. **Default location** - Use  to select location (*for Travel Reimbursement only*)
 - D. **Comment**- Add notes or Justification for reimbursement.
6. Use **+Attachments** link to add attachments

 **PeopleSoft Tips**

There are two types of Expense Reports that can be created using this page:

- 1) Travel Reimbursement: Enter Business Purpose, Report Description, Comment, Default Location
- 2) Expense Reimbursement: Enter Business Purpose, Report Description, Comment

Enter Expense Report Lines

7

*Date: 06/13/2019
 *Expense Type: TR-In State-Rental Car
 Description: Rental Car
 *Payment Type: Paid By Employee
 *Amount: 50.00
 *Currency: USD

244 characters remaining
 Receipt Split

*Billing Type: Expense
 *Merchant: Preferred (Avis Car Rental)
 Default Rate
 Non-Reimbursable
 No Receipt
 *Exchange Rate: 1.00000000
 Base Currency Amount: 50.00 USD

9 Accounting Details
 SpeedChart: 10

11

Amount	*GL Unit	Monetary Amount	Currency Code	Exchange Rate	Account	Fund	Dept	Cost Center	Function	Program
50.00	UTEP1	50.00	USD	1.00000000	62101	2100	301500	14021600	700	

12

7. Enter the first line of detail fields (highlighted in green)
 - A. **Date**- Enter travel start date
 - B. **Expense Type** – From dropdown select appropriate expense type for line item
 - C. **Description** – Enter basic description for line
 - D. **Payment Type** – Only select “Paid By Employee”
 - E. **Amount** – Enter expense line amount
8. Some Expense Types will require additional information. Enter information requested.
9. Click “**Arrow**” to open Accounting Details and Chartfields.
10. Enter funding source in **SpeedChart** field. Then click “enter key” on keyboard.
11. Validate the **Chartfield** values populated from SpeedChart.
12. Click “+/-” buttons to add/delete lines. Expense Reports usually require entering multiple lines. Remember to click the “+” button. Go to the top of the page after entering all lines.

Save and Associate

Modify Expense Report

Yvette Ruiz-Esparza ?

*Business Purpose TRV-Attend Meeting, Conf, etc. v

*Report Description Travel to Dallas

Report 0000223501 Pending

Default Location TX DALLAS

Budget Information

Budget Status Not Budget Checked

Budget Options

Actions Associate Travel Authorization GO

Save for Later Home Home

Associate Travel Authorization

From Date 03/13/2019 To 07/13/2019 Search

Travel Authorizations

	Travel Auth Description	Authorization ID	Date From	Date To
Select	Dallas Trip	0000132815	06/13/2019	06/13/2019

Report 0000223501 Pending

Default Location TX DALLAS

Authorization ID 0000132815 Detach TA

Attachments (1)

- To save document click **Save for Later** link.
- The **Report #** will appear above Default Location.
- Please review the note below.
Select **Associate Travel Authorization** and click **GO** button.
- Select corresponding TA to Associate.
- Verify correct Travel Authorization # has has been linked.
- If incorrect, you can use **Detach TA** button to remove TA.
Then start the Association process again.



PeopleSoft Note:

Only **Travel Reimbursements** need to be **Associated** to a Travel Authorization. Continue with step #'s 15-18. Regular employee **Expense Reimbursements** do not require Association. Skip to step #19 on the next page.

Budget Check & Submit

Modify Expense Report Save for Later | Home | Home

Yvette Ruiz-Esparza ?

*Business Purpose TRV-Attend Meeting, Conf, etc. Report 0000223501 Pending

*Report Description Travel to Dallas Default Location TX DALLAS

Budget Information

Budget Status Not Budget Checked

Budget Options

Actions Associate Travel Authorization GO

Commitment Control Details

Source Transaction Type Expense Sheet

Budget Checking Header Status Not Budget Checked 21

Commitment Control Amount Type Encumbrance

Commitment Control Tran ID 0005365705

Commitment Control Tran Date 06/13/2019 Override Transaction

Budget Check 20

22 Go to Transaction Exceptions Go To Activity Log

OK Cancel

Save for Later Summary and Submit 23

Budget Information

Budget Status Valid

Budget Options

Actions ...Choose an Action GO

19. Select **Budget Options** link to open budget check page.
20. Select **Budget Check** button to start budget checking process.
21. Review the **Budget Checking Header Status**.
 - a) Valid- Passed budget checking
 - b) Error in Budget Check- Failed budget checking
22. Click **OK** to get back to Expense Report Authorization page.
23. Select **Summary and Submit** link to submit document.

Submit & Confirm

Modify Expense Report Save for Later | Expense Details

Yvette Ruiz-Esparza

*Business Purpose: TRV-Attend Meeting, Conf, etc. **Report** 0000223501 Pending **24**

*Description: Travel to Dallas **Created** 06/13/2019 Jaime Huerta

Reference: **Last Updated** 06/13/2019 Jaime Huerta

Post State Not Applied

Totals View Printable Version | View Analytics | Notes | Attachments (1)

Employee Expenses (1 Line)	50.00 USD	Non-Reimbursable Expenses
Cash Advances Applied	0.00 USD	Prepaid Expenses
Amount Due to Employee		50.00 USD

Submit Expense Report **25**

24. The document number and document status appear at the top of the page.
25. To process, select the **Submit Expense Report** button.
26. Click **OK** button to confirm.

Expense Report

Save Confirmation

Yvette Ruiz-Esparza

Totals ?

Employee Expenses (1 Line)	50.00 USD	Non-R
Cash Advances Applied	0.00 USD	
Amount Due to Employee		50.00 USD

OK **Cancel** **26**

 **PeopleSoft Tip:**
Select the Expense Details link if you want to return to the expense report entry page.

Review Status & Workflow

View Expense Report Expense Details

Yvette Ruiz-Esparza
Your expense report 0000223501 has been submitted for approval.

Business Purpose TRV-Attend Meeting, Conf, etc.
Description Travel to Dallas
Reference

Report 0000223501 **Submission in Process**
Created 06/13/2019 Jaime Huerta
Last Updated 06/13/2019 Jaime Huerta
Post State Not Applied

Totals View Printable Version View Analytics Workflow History Notes

Employee Expenses (1 Line)	50.00 USD	Non-Reimbursable Expenses	0.00 USD
Cash Advances Applied	0.00 USD	Prepaid Expenses	0.00 USD
Amount Due to Employee	50.00 USD	Amount Due to Supplier	

Submit Expense Report Refresh Approval Status

Approver History

Employee Certification
SHEET_ID=0000223501:Pending
Employee Certification
Pending
Yvette Ruiz-Esparza
Reviewer

Cost Center Approval
SHEET_ID=0000223501:Awaiting Further Approvals
Cost Center Approval
Not Routed
Multiple Approvers
Cost Center Approver

Department Approval
SHEET_ID=0000223501:Awaiting Further Approvals
Department Approval
Not Routed
Multiple Approvers
Dept Manager

Travel Approval
SHEET_ID=0000223501:Awaiting Further Approvals
Travel Approval
Not Routed
Multiple Approvers
UTZ_WF_ER_AP_BU_APPR

Submit Expense Report Withdraw Expense Report

Approval History

Submitted Yvette Ruiz-Esparza	Employee Certification Yvette Ruiz-Esparza
Action	Role
Submitted	Employee

27. Review Confirmation message.
28. Select **Refresh Approval Status** to update status & workflow.
29. Note: document status changed to "**Submission in Process**".
30. Select **Workflow History** link to see classic approval workflow page.
31. The **Approval History** is also available to review workflow.
32. To recall document, select the **Withdraw Expense Report** button to return document to the Creator.
 - a) Note: Withdraw is only available when the document is pending at the Employee Certification Approval step

Modify/Cancel Documents

Returning documents

- **SEND BACK** button used by Approvers **or**
- Submit **Help Desk** ticket

Correcting documents

- **Modify** page in Travel Authorization & Expense Report
 - *Main Menu > Travel and Expenses > Travel and Expense Center > (Travel Authorization or Expense Report) > Modify*

Canceling/Deleting documents

- **TERMINATE** button used by Approvers **or**
- Submit **Help Desk** ticket

Reviewing Budget Checking Errors

Review Budget Errors

Budget Checking has logged 'Error' Exceptions. Do you want to Transfer to the Exceptions? (18021,1091)

Selecting "Yes" will transfer you to the Transaction Exception Panel for this document while refreshing and minimizing the calling panel.

Selecting "No" will refresh the panel.

You can transfer later by using the "Go to Transaction Exception Header" Push Button on this secondary panel.



PeopleSoft Tip

All **"Exceptions"** need to be corrected by the Creator before the document can be submitted for approval.

Yes No

2

Message

Budget Checking Errors Exist (18021,91)

Budget checking errors were logged for this document. Please check the budget exception page to view them.

OK

1

Override Transaction

More Budgets Exist

Advanced Budget Criteria

Budgets with Exceptions

Personalize | Find | View All | First 1 of 1

Budget Override		Budget Chartfields					
	Details	Business Unit	Ledger Group	Exception	More Detail	Override Budget	Transfer
1		UTEP1	OPE	No Budget Exists	More Detail	<input type="checkbox"/>	Go To ...

2a

- If you receive a **"Budget Checking Error"** message. Click the **OK** button to continue.
- Identify the actual error by selecting either **Yes** or **No**.
 - Yes**- will take you to the page with where the actual error message appears.
 - No**- takes you back to the Budget Checking page. There you can click the **"Go to Transaction Exceptions"** link to go get to error message page.

Commitment Control

Commitment Control Details

Source Transaction Type Travel Authorization

Budget Checking Header Status Error in Budget Check

Commitment Control Amount Type Encumbrance

Commitment Control Tran ID 0005365070

Commitment Control Tran Date 06/13/2019

Override Transaction

Budget Check

Go to Transaction Exceptions

OK

Cancel

Go To Activity Log

2b

Common Error Messages

Error Type	Document Message	Error	Error Description	Solutions/Actions
Budget	Budget Checking Errors Exist (18021,91) Budget checking errors were logged for this document. Please check budget exception page.	Exceeds Budget Tolerance	Transaction exceeds available budget	<ol style="list-style-type: none"> 1) Verify speedchart & re-budget check 2) Verify speedchart funds in Budget Overview 3) Use another speedchart & re-budget check 4) If insufficient funds; request Budget Transfer from Budget Office or Contracts & Grants for grants. (use Budget Transfer Request Form)
Budget	Budget Checking Errors Exist (18021,91) Budget checking errors were logged for this document. Please check budget exception page.	No Budget Exists	Chartfield combination does not exist for budget row. One of the chart fields does not match the valid string.	<ol style="list-style-type: none"> 1) Verify speedchart & re-budget check 2) Verify speedchart funds in Budget Overview 3) Use another speedchart & re-budget check 4) Submit Help Desk ticket. Cost Center & Project issues reviewed by Budget Office or Contracts & Grants (use Budget Transfer Request Form)
Budget	Budget Checking Errors Exist (18021,91) Budget checking errors were logged for this document. Please check budget exception page.	Budget Date out of Bounds	Budget date on transaction is not within project Effective date. (Error only impacts grant/project)	<ol style="list-style-type: none"> 1) Review effective dates for project. <ol style="list-style-type: none"> a) If Service dates are within effective dates; then re-budget check b) If Service dates outside effective dates; use another funding source. c) Notify Contracts & Grants of service date issues 2) Verify speedchart & re-budget check 3) Use another speedchart & re-budget check
Chart Field	Budget Checking Errors Exist (18021,91) Budget checking errors were logged for this document. Please check budget exception page.	Required key CF is blank (CF= Chartfield)	A required chartfield is missing.	<ol style="list-style-type: none"> 1) Use conversion tool to find missing chartfields for speedchart and additional lines, & re-budget check. <ol style="list-style-type: none"> a) Cost Center field + Fund, Function, Dept b) Project field + Fund, Function, Dept, PC Busn Unit, Activity 2) Verify speedchart & re-budget check 3) Use another speedchart & re-budget check
Chart Field	At least 1 Distribution is missing an Account Value. (7030,691). At least 1 distribution is missing an Account Value. This must be corrected before this voucher can be saved.	Missing Account Value	Missing Account number in the Distribution lines section.	<ol style="list-style-type: none"> 1) The Account portion of the Chart field was not entered. Go to the Distribution lines section and search Account field using magnifying glass.
Chart Field	Invalid value- press the prompt button or hyperlink for a list of valid values (15,11). The value entered in the field does not match one of the allowable values. You can see the allowable values by pressing the Prompt button or hyperlink	Invalid Value	One of the chartfields contain an invalid value.	<ol style="list-style-type: none"> 1) Use conversion tool to verify chartfields for speedchart and additional lines, & re-budget check. 2) Verify speedchart funds in Budget Overview 3) Use another speedchart & re-budget check

Questions?

