AP & Travel: “Need-To-Know” Tips
Agenda

• Using the PeopleSoft Chartfield Conversion Tool
• Non-PO Voucher Process & Tips
• Travel Process & Tips
• Employee Reimbursement Process & Tips
PeopleSoft Chartfield Conversion Tool

• Navigation to Tool:
  – peoplesoft.utep.edu > Resources
    • Under Other Resources, click on the PeopleSoft Chartfield Conversion Tool link.

• Using the Tool:
  – Enter either the Cost Center or Project ID in the search field.
    • Chartfields will autopopulate in the tool.

Verify that chartfields in conversion tool match chartfields in PeopleSoft documents (travel authorization, expense report, or non-PO voucher).
– Cost Center/Project IDs in IAP forms need to match the funding source information entered in PeopleSoft documents.
PeopleSoft Chartfield Conversion Tool

**Non-Grants Example**

- All populated chartfields must match between conversion tool and PeopleSoft.
- Fields populated with **N/A** in the conversion tool are to be left blank in PeopleSoft.

PeopleSoft Chartfields

<table>
<thead>
<tr>
<th>Speedchart</th>
<th>GL Unit</th>
<th>Fund</th>
<th>Dept</th>
<th>Cost Center</th>
<th>Function</th>
</tr>
</thead>
<tbody>
<tr>
<td>14021405</td>
<td>UTEP1</td>
<td>2100</td>
<td>301075</td>
<td>14021405</td>
<td>700</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Program</th>
<th>Pc Bus Unit</th>
<th>Project</th>
<th>Activity</th>
<th>Affiliate</th>
<th>Fund Affil</th>
</tr>
</thead>
<tbody>
<tr>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
</tbody>
</table>
PeopleSoft Chartfield Conversion Tool

Grants Example

• For grants (Project IDs) - **Project ID, Pc Bus Unit, & Activity** fields also need to be populated.
• In the conversion tool, enter Project IDs and new Cost Centers in the **PeopleSoft Cost Center/Project ID** field.

PeopleSoft Chartfields
Verifying Chartfields In PeopleSoft

- Travel Authorization Chartfields Location
  - Travel Authorization Line Item > Click Detail > Click Accounting Details
Verifying Chartfields In PeopleSoft

- Expense Report Chartfields Location
  - Line Item > Click Detail > Click Accounting Detail
  - Verify chartfields for each line item.

1. Select Expense Type: NT-Fees-Other, Expense Date: 12/1/2014, Amount Spent: 10.00, Currency: USD, Payment Type: Paid By Employee, Billing Type: Expense

2. Account Detail: Exception Comments, Location Amount, No Receipt.
Verifying Chartfields In PeopleSoft

- Non-PO Voucher Chartfields Location
  - Chartfields (GL Unit, Fund, Dept, Cost Center, and Function) are auto-populated when speedchart is entered.
Non-PO Voucher Process & Tips

• Non-PO Voucher Business Process
• Determine the Status of a Non-PO Voucher
• New Vendor Requests
• Payments Tab Information
• Related Documents Tab Information
• Vendor Search Information
• Non-PO Voucher Tips
Non-PO Voucher Business Process

• Vendor Payment IAP
  • Initiate Vendor Payment IAP (on Resources page), and submit for approval.

• Hard Copy Documentation Requirements
  • You must send both a hard copy of the PeopleSoft documents (non-PO voucher) and a hard copy of the department-approved IAP forms (vendor payment) to the Accounts Payable Office.
  • Payments will not be processed without matching hard copies.

• APS forms do not require an IAP document. Send a hard copy of the form to Accounts Payable.
• APS payments still need to be entered in PeopleSoft.
Budget Status:
- **Valid** – Budget is valid and vendor can be paid.
- **Not Ck’d** – Awaiting budget check.
- **Exceptions** – An error exists.
New Vendor Requests

• If a vendor is not found in the vendor table in PeopleSoft, the vendor must complete the Supplier Information Form. The form must be submitted to Purchasing.

• Supplier Information Form is located on Forms Mine>Purchasing Forms
Using the Payments Tab

Options under the Payments tab:
1. Verify/change mailing Address.
2. Change Payment Method.
3. Change Schedule Due date to change payment date.

Note: Schedule Due will reset to be blank any time the payment method is changed.
**Using the Payment Tab**

Under the Payments Tab, view:
- **Method**
- **Payment Date**
- **Reference** (number assigned by system)

**Note:** Payment Method determines how payment is sent. If set to ACH, payment will be sent as Direct Deposit regardless of what the address box states. If a check should be mailed out, Payment Method should be set to check.
Using the Related Documents Tab

Under the **Related Documents** tab, view:
- Payment Status
Vendor Search Information

Main Menu > Vendors > Vendor Information > Add/Update > Review Vendors

Note: Using “Contains” in the vendor search will widen the scope to more easily locate vendors.
Non-PO Voucher Tips

• **Process the Vendor Payment IAP and Non-PO Voucher in PeopleSoft** for:
  – Memberships
  – Registration Fees
  – Vendor Refunds
  – FRT Charges/Payment to Federal Express, UPS, etc.
  – US Postmaster (payment for stamps)

• **Prepayments** go directly to Purchasing Office.

• **Viewing Miner Mall Documents:**
  – In Miner Mall, enter **2014MM12345** to search the document.
  – In PeopleSoft, remove the 2014, and instead search for **MM12345**.
Non-PO Voucher Tips

• **Wire Transfers** must first go through Accounts Payable to be budget checked, and then will be sent to General Accounting.
  – Send form to accountspayable@utep.edu

• Requests to change approved documents can be sent through the Help Desk

• Attachments should be added to the IAP forms, and not within the PeopleSoft system.
Travel Process & Tips

• Travel Business Process
• Determine the Status of a Travel Document
• Verifying Employee Name
• No-Cost/Cancelled Trips
• How To Process Student Travel
• Searching Travel Locations
• Travel Tips
Travel Business Process

• **Initiating A Travel Reimbursement**
  - The initiator receives an email reminder to create a Travel Reimbursement **one day after** the traveler has returned.
  - The initiator must create the Travel Reimbursement IAP form through the link in the email, and **not** create a separate Employee Reimbursement IAP form.

• **Hard Copy Documentation Requirements**
  - You **must** send both a hard copy of the PeopleSoft documents (expense report) and a hard copy of the department-approved IAP forms (travel reimbursement) to the Accounts Payable Office.
  - Payments will not be processed without matching hard copies.
Travel Authorization Status

Note: If status shows as **Pending**, the document has been saved by the department, but not yet submitted. Funds are not encumbered in this status.

<table>
<thead>
<tr>
<th>General Information</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Description:</strong> Travel Example</td>
</tr>
<tr>
<td><strong>Business Purpose:</strong> TRV-Attend Meeting, Conf, etc.</td>
</tr>
<tr>
<td><strong>Status:</strong> Pending</td>
</tr>
<tr>
<td><strong>Default Location:</strong> TX SAN ANTONIO</td>
</tr>
<tr>
<td><strong>Date From:</strong> 12/01/2014</td>
</tr>
<tr>
<td><strong>Last Updated:</strong> 11/25/2014</td>
</tr>
</tbody>
</table>

**Accounting Defaults**

**Details**

<table>
<thead>
<tr>
<th>Date</th>
<th>Amount</th>
<th>Currency</th>
<th>Payment Type</th>
<th>Billing Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>12/01/2014</td>
<td>10.00</td>
<td>USD</td>
<td>Paid By Employee</td>
<td>Expense</td>
</tr>
</tbody>
</table>

**Totals**

**Authorized Amount:** 10.00 USD

[Project Summary][1]
How To Verify Correct Employee

- Click on the **User Defaults** link to verify that the correct employee has been selected.
- New window will open.
How To Verify Correct Employee

Under **Organizational Data** tab, verify through:

- GL Unit = UTEP1
- Department
- Supervisor information
No-Cost/Cancelled Trips

• Trips at No Cost to the University
  – Travel Authorization IAP and PeopleSoft processes remain the same.
  – After traveler returns from trip, send a request to the Help Desk to have the funds disencumbered and the IAP closed.
    • Provide the DTN and Authorization ID

• Cancelled Trips
  – Send a request to the Help Desk to have the funds disencumbered and the IAP closed.
    • Provide the DTN and Authorization ID
The Student Payee Information Form is required to set up a vendor record for non-employee students for the purpose of creating a travel authorization, or processing a payment.

- Send a **hard copy or fax** of the form to AP.
- Department will be given an ID so they can create the PeopleSoft document.
- Student Payee Information Form is located on Forms Mine > Accounts Payable Forms and the PeopleSoft Resources page.
Searching Travel Locations

- Travel Location on IAP
  - If desired location is not showing on list, send a request to the Help Desk.
- Travel Location on PeopleSoft document
  - When searching for a location, use the Advanced Lookup and change the search criteria to show “contains”.

![Image 1](image1.png)

![Image 2](image2.png)
Travel Tips

1. Use a **single** line item for each Travel Authorization.
   - For Expense Type, select **TA-Travel-Auth-Encumbrance**.
2. Enter complete & valid chartfield string.
   - Click **Detail>Accounting Details** links.
   - Use conversion tool to verify complete string.
3. Click on **Save for Later** button:
   - To get the Authorization ID.
   - Use Authorization ID for the travel agency.
4. Click on **Submit** button to submit document.
Travel Tips

• **Adjusting Travel Documents**
  – IAPs can be returned to the creator instead of deleting and creating new documents
  – Travel Authorizations in PeopleSoft cannot be returned to the creator
    • Changes must be submitted to Help Desk
  – Expense Reports in PeopleSoft can be returned to the creator
    • Traveler will be automatically notified through email
Employee Reimbursement Process & Tips

- Employee Reimbursement Business Process
- Determine the Status of an Expense Report
- Employee Reimbursement Tips
Employee Reimbursement IAP
- Initiate the Employee Reimbursement IAP form when processing **non-travel** related employee reimbursements.

Hard Copy Documentation Requirements
- You **must** send both a hard copy of the PeopleSoft documents (expense report) and a hard copy of the department-approved IAP forms (employee reimbursement) to the Accounts Payable Office.
- Payments will not be processed without matching hard copies.
Expense Report Status

Navigation: Main Menu > Travel & Expenses > Travel and Expense Center > Expense Report > View > Find Existing Value

- **Pending** – Process saved by the department and not submitted or has been sent back for revision.
- **Submitted for Approval** – Submitted to Accounts Payable for payment.
- **Approved for Payment** – Budget checked and processed.
- **Staged** – Ready for payment.
- **Paid** – Employee has been reimbursed.
Expense Report Tips

• For Travel/Employee Reimbursements, use the same Cost Center or Project ID that was entered in the Travel Authorization.
• Enter the IAP DTN in reference section of PeopleSoft.
• No speedcharts in travel. Use conversion tool to verify/change accounting details chartfields.
• For transactions using grants, see what budget accounts are setup for your grant, use the Grants Expense to Budget Account Crosswalk (on Resources page) to see which PeopleSoft expense accounts are allowed.
Expense Report Tips

• Attach **Entertainment Form** to Employee Reimbursement IAP.

• When AP returns a document to the creator, the traveler will get a PeopleSoft-generated **“Return to Initiator”** email. The initiator will get the returned document.
Questions?