Procurement & Payment Services

August 2017

Volume 5, Issue 6

Special Edition - Travel & Expense

PeopleSoft (PS) Travel & Expense is active as of 07-17-17.

All reimbursements (travel & other) to employees will be processed through the T&E module.

Paper travel vouchers will be returned to departments. All travel reimbursements now processed in PS.

Reimbursements to employees for group meals and other expenses now processed through T&E.

Employee reimbursement requests previously submitted in Perceptive Content must now be in T&E.

PeopleSoft Travel & Expense update

The PeopleSoft Finance Travel & Expense component was activated for UND on Monday, July 17, 2017.

Process Summary:
The expense reports are created and reviewed within the Finance module of PeopleSoft.

STOP ONE: All UND employees have access to create their own expense reimbursement reports. Employees can also delegate the creation of the report to another individual, but the employee being reimbursed will need to “submit” the report once it is generated. The “submitting” of the report is comparative to putting your digital signature on that request for reimbursement.

STOP TWO: Once the report is submitted, it will route to the HR Supervisor of the employee being reimbursed. The HR supervisor is determined by the reporting structure for that position in HRMS. This responsibility cannot be permanently delegated to another individual.

STOP THREE: After the HR supervisor has approved the report, it moves forward to the funding department’s Expense Manager. If multiple departments are funding the expense reimbursement, it will go to all of the funding Expense Managers.

STOP FOUR: (optional) Following the Expense Manager approval, it moves on to the Divisional Expense Manager—only if a division expense manager was named by you for your college/division.

STOP FIVE: Grants and Contracts will be the next stop, but only if the funding of the expense is from a grant. If it is not grant funded, it moves forward.

STOP SIX: Procurement & Payment Services for the final processing. While it may sound complicated, it truly moves quite smoothly through the process.

Important Workflow Information

The workflow route is determined at the time the report is submitted. If an expense or division manager changes the funding department or adds a project number, the workflow will not reroute to the additional/new department or to the Grants & Contracts Office unless the report is returned to the traveler/individual.

Help! I cannot enter my project number in the funding!

When entering a project number in the funding details of the expense line, remember that the PC Bus Unit needs to contain UND01 and the Activity field needs to contain a 1. Completing these two fields should allow you to enter the project number.

How can I set up a delegate to enter my reports?

Each employee can enter their own expense reports or can designate one or more other individuals that can enter reports for them. Email UND.accountsingservices@UND.edu with the name and empl ID of the person granting the delegation along with the names and empl IDs of those being designated as delegates and we can get everything set up for you.

How can I change the funding on a report that has been paid?

Stay tuned! We are in the process of testing the “change” procedure. It will not be accomplished with either a journal entry or journal voucher. We will pass the process on to you with detailed instructions as soon as we have it finalized.

THANK YOU!!

Over 300 expense reports have been created/submitted and over 160 have been paid. We truly appreciate your patience and support in this implementation. Our choice would not have been to go live with the entire campus community at one time, but with the tight deadlines we were given, we truly had no other choice. We have been trying to answer questions and provide assistance as we continue to learn the process along with you.

Did you know?

We have added Frequently Asked Questions specifically related to PeopleSoft Travel & Expense to our webpage. We will be adding and amending these FAQs as time progresses so check back often. You may be able to find a quick answer to the questions you’re having.

We also added the user guides provided by CTS (NDUS Core Technology Services).

We’ll continue to add support materials as they become available.

Popular Help Topics

Travel outside the continental U.S.

Per diem rates are not being auto-populated for travel destinations outside the continental United States. This will include Hawaii and Alaska as well as any foreign countries. When processing these reimbursement requests, leave the destination location blank in both the header and in the expense line item. Please use the report description or the line item description to document the destination location.

The dollar amount for mileage is unavailable

Both in state and out of state mileage is computed based on the number of miles entered. Select a transportation ID from the dropdown. CINST (car in state) is entered for all employees and can only be used with a destination location within the state. If you are traveling out of state, another transportation ID needs to be entered for you. Please contact a P&PS auditor to enter the transportation ID.

Thank you!!

Over 300 expense reports have been created/submitted and over 160 have been paid. We truly appreciate your patience and support in this implementation. Our choice would not have been to go live with the entire campus community at one time, but with the tight deadlines we were given, we truly had no other choice. We have been trying to answer questions and provide assistance as we continue to learn the process along with you.
PeopleSoft Travel & Expense and Foundation Flow-Thru Funds

When processing a reimbursement to an employee and using a UND Foundation Flow Thru fund (26XXX) the corresponding fund at the UND Foundation also needs to be documented. In the new PS T&E module, the 5 digit fund from the Foundation should be recorded as the first five characters in the description of the expense line. This will allow us to obtain the information from the expense report submitted for reimbursement by selecting Review Report under the heading of Expense Report in the links in the Expenses Workcenter. Delegates can also see expense reports that they have created and have now been submitted by the employee. Opening the report and viewing it will allow you to see the Approval History and who is next in line to approve your expense report.

How can I obtain access to PeopleSoft Travel & Expense

PeopleSoft Travel & Expense is part of the Finance module and access is granted to all university employees. The link to the login screen can be found on the UND homepage under MY UND and select Finance (Department Use). Remember, PeopleSoft Finance requires the use of Duo authentication.

How can I, a delegate for another employee, let them know their report is ready to review and submit?

At the bottom of the report, there is a toolbar containing a “notify” button. Clicking Notify will open an email entry box. Enter the individual’s email address (feel free to CC yourself so you have a copy of the email), update the subject, update the message, and send. This will send an email to the traveler or individual to be reimbursed and that email will include a link so they can easily access the expense report and submit it for reimbursement.

How can I find the report I saved to complete later?

To find a saved, unsubmitted report, simply go to the Create/Edit Report in your Expenses Workcenter. Click on the Find an Existing Value module and access is granted to all university employees. The UND homepage under MY UND and select Finance (Department Use). Remember, PeopleSoft Finance requires the use of Duo authentication.

How can I track the progress of my expense report?

You can see the expense reports you have submitted for reimbursement by selecting Review Report under the heading of Expense Report in the links in the Expenses Workcenter. Delegates can also see expense reports that they have created and have now been submitted by the employee. Opening the report and viewing it will allow you to see the Approval History and who is next in line to approve your expense report.

I am an approver (HR Supervisor or Expense Manager) and cannot see the funding source. How can I bring that up?

When you open a report as an approver, click on the Expense Details in the upper right corner of the report. This should show you a list of all the expense lines in the report. You can click on the Expand All on the left side of the page or click on the arrow on the far left of each expense line to open that line only. This should show you the funding chartfields associated with that expense. Remember, the account code is defaulting from the expense type and should not need to be updated/changed.

Known issues and temporary solutions:

Core Technology Services is aware of some issues and is working with Oracle (the software developer) to resolve them. Some of the issues that are being addressed:

♦ The report does not total correctly.
  Workaround/solution—Save and exit the report. When you go back in to revise/submit, the total should now be correct.

♦ My locations are changing! Entered a city for one state and the city remains the same, but the state changes. When I change it back it doesn’t stay as I corrected. Workaround/solution—turn off the “autocomplete” in your profile. Navigate to My Preferences – NavBar > My Preferences > Navigation Personalizations. Autocomplete is the very last option within the Navigation Personalizations list. Change it to No and Save.

♦ CTS also recommends using Chrome or Firefox as your browser. They have experienced less issues when working with these browsers instead of Internet Explorer.

I am an HR Supervisor and would like to delegate that responsibility. What is the process?

The workflow was set up by the North Dakota University System (NDUS) to include the HR Supervisor as an approval stop in the workflow. This is not a duty that the NDUS has granted us permission to delegate. All other institutions also have this workflow as well as the NDUS itself. For example, when President Kennedy travels and submits a report, the Chancellor must approve it example, when President Kennedy travels and submits a report, the Chancellor must approve it as his HR Supervisor.

Why does my supervisor’s name show twice on the routing?

For each department that does NOT designate a Division Expense Manager, the routing history will show the HR supervisor’s name with an action of Auto Approved. The supervisor does not need to review the report a second time and when looking at the routing detail it will show as auto approved.

More ... Travel & Expense

How can I obtain access to PeopleSoft Travel & Expense

PeopleSoft Travel & Expense is part of the Finance module and access is granted to all university employees. The link to the login screen can be found on the UND homepage under MY UND and select Finance (Department Use). Remember, PeopleSoft Finance requires the use of Duo authentication.

How can I, a delegate for another employee, let them know their report is ready to review and submit?

At the bottom of the report, there is a toolbar containing a “notify” button. Clicking Notify will open an email entry box. Enter the individual’s email address (feel free to CC yourself so you have a copy of the email), update the subject, update the message, and send. This will send an email to the traveler or individual to be reimbursed and that email will include a link so they can easily access the expense report and submit it for reimbursement.

How can I find the report I saved to complete later?

To find a saved, unsubmitted report, simply go to the Create/Edit Report in your Expenses Workcenter. Click on the Find an Existing Value tab and simply click Search without entering any data in the search criteria fields. You should now see all the available reports you have created. Select the one you are searching for, and you can now complete the report.

How can I track the progress of my expense report?

You can see the expense reports you have submitted for reimbursement by selecting Review Report under the heading of Expense Report in the links in the Expenses Workcenter. Delegates can also see expense reports that they have created and have now been submitted by the employee. Opening the report and viewing it will allow you to see the Approval History and who is next in line to approve your expense report.

I am an approver (HR Supervisor or Expense Manager) and cannot see the funding source. How can I bring that up?

When you open a report as an approver, click on the Expense Details in the upper right corner of the report. This should show you a list of all the expense lines in the report. You can click on the Expand All on the left side of the page or click on the arrow on the far left of each expense line to open that line only. This should show you the funding chartfields associated with that expense. Remember, the account code is defaulting from the expense type and should not need to be updated/changed.

Known issues and temporary solutions:

Core Technology Services is aware of some issues and is working with Oracle (the software developer) to resolve them. Some of the issues that are being addressed:

♦ The report does not total correctly.
  Workaround/solution—Save and exit the report. When you go back in to revise/submit, the total should now be correct.

♦ My locations are changing! Entered a city for one state and the city remains the same, but the state changes. When I change it back it doesn’t stay as I corrected. Workaround/solution—turn off the “autocomplete” in your profile. Navigate to My Preferences – NavBar > My Preferences > Navigation Personalizations. Autocomplete is the very last option within the Navigation Personalizations list. Change it to No and Save.

♦ CTS also recommends using Chrome or Firefox as your browser. They have experienced less issues when working with these browsers instead of Internet Explorer.

I am an HR Supervisor and would like to delegate that responsibility. What is the process?

The workflow was set up by the North Dakota University System (NDUS) to include the HR Supervisor as an approval stop in the workflow. This is not a duty that the NDUS has granted us permission to delegate. All other institutions also have this workflow as well as the NDUS itself. For example, when President Kennedy travels and submits a report, the Chancellor must approve it example, when President Kennedy travels and submits a report, the Chancellor must approve it as his HR Supervisor.

Why does my supervisor’s name show twice on the routing?

For each department that does NOT designate a Division Expense Manager, the routing history will show the HR supervisor’s name with an action of Auto Approved. The supervisor does not need to review the report a second time and when looking at the routing detail it will show as auto approved.

More ... Travel & Expense

How can I obtain access to PeopleSoft Travel & Expense

PeopleSoft Travel & Expense is part of the Finance module and access is granted to all university employees. The link to the login screen can be found on the UND homepage under MY UND and select Finance (Department Use). Remember, PeopleSoft Finance requires the use of Duo authentication.

How can I, a delegate for another employee, let them know their report is ready to review and submit?

At the bottom of the report, there is a toolbar containing a “notify” button. Clicking Notify will open an email entry box. Enter the individual’s email address (feel free to CC yourself so you have a copy of the email), update the subject, update the message, and send. This will send an email to the traveler or individual to be reimbursed and that email will include a link so they can easily access the expense report and submit it for reimbursement.

How can I find the report I saved to complete later?

To find a saved, unsubmitted report, simply go to the Create/Edit Report in your Expenses Workcenter. Click on the Find an Existing Value tab and simply click Search without entering any data in the search criteria fields. You should now see all the available reports you have created. Select the one you are searching for, and you can now complete the report.

How can I track the progress of my expense report?

You can see the expense reports you have submitted for reimbursement by selecting Review Report under the heading of Expense Report in the links in the Expenses Workcenter. Delegates can also see expense reports that they have created and have now been submitted by the employee. Opening the report and viewing it will allow you to see the Approval History and who is next in line to approve your expense report.

I am an approver (HR Supervisor or Expense Manager) and cannot see the funding source. How can I bring that up?

When you open a report as an approver, click on the Expense Details in the upper right corner of the report. This should show you a list of all the expense lines in the report. You can click on the Expand All on the left side of the page or click on the arrow on the far left of each expense line to open that line only. This should show you the funding chartfields associated with that expense. Remember, the account code is defaulting from the expense type and should not need to be updated/changed.

Known issues and temporary solutions:

Core Technology Services is aware of some issues and is working with Oracle (the software developer) to resolve them. Some of the issues that are being addressed:

♦ The report does not total correctly.
  Workaround/solution—Save and exit the report. When you go back in to revise/submit, the total should now be correct.

♦ My locations are changing! Entered a city for one state and the city remains the same, but the state changes. When I change it back it doesn’t stay as I corrected. Workaround/solution—turn off the “autocomplete” in your profile. Navigate to My Preferences – NavBar > My Preferences > Navigation Personalizations. Autocomplete is the very last option within the Navigation Personalizations list. Change it to No and Save.

♦ CTS also recommends using Chrome or Firefox as your browser. They have experienced less issues when working with these browsers instead of Internet Explorer.

I am an HR Supervisor and would like to delegate that responsibility. What is the process?

The workflow was set up by the North Dakota University System (NDUS) to include the HR Supervisor as an approval stop in the workflow. This is not a duty that the NDUS has granted us permission to delegate. All other institutions also have this workflow as well as the NDUS itself. For example, when President Kennedy travels and submits a report, the Chancellor must approve it example, when President Kennedy travels and submits a report, the Chancellor must approve it as his HR Supervisor.

Why does my supervisor’s name show twice on the routing?

For each department that does NOT designate a Division Expense Manager, the routing history will show the HR supervisor’s name with an action of Auto Approved. The supervisor does not need to review the report a second time and when looking at the routing detail it will show as auto approved.