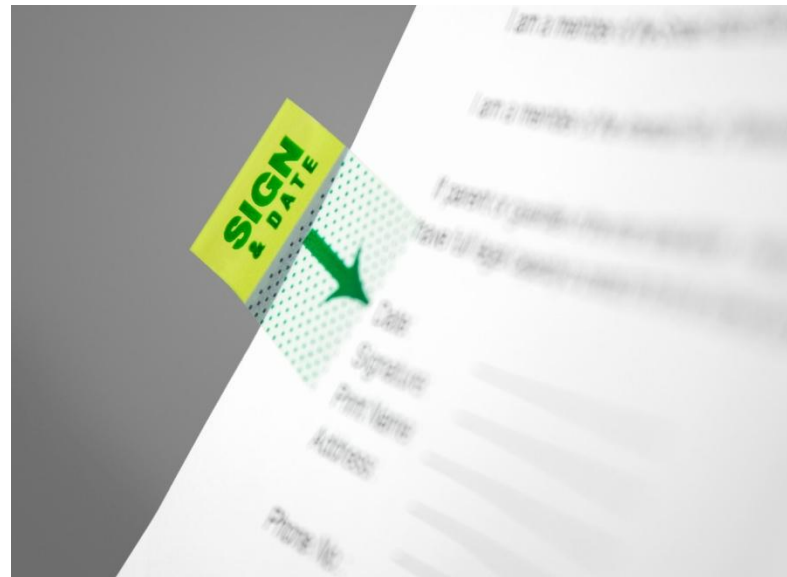


PantherSoft Financials Workflow 101

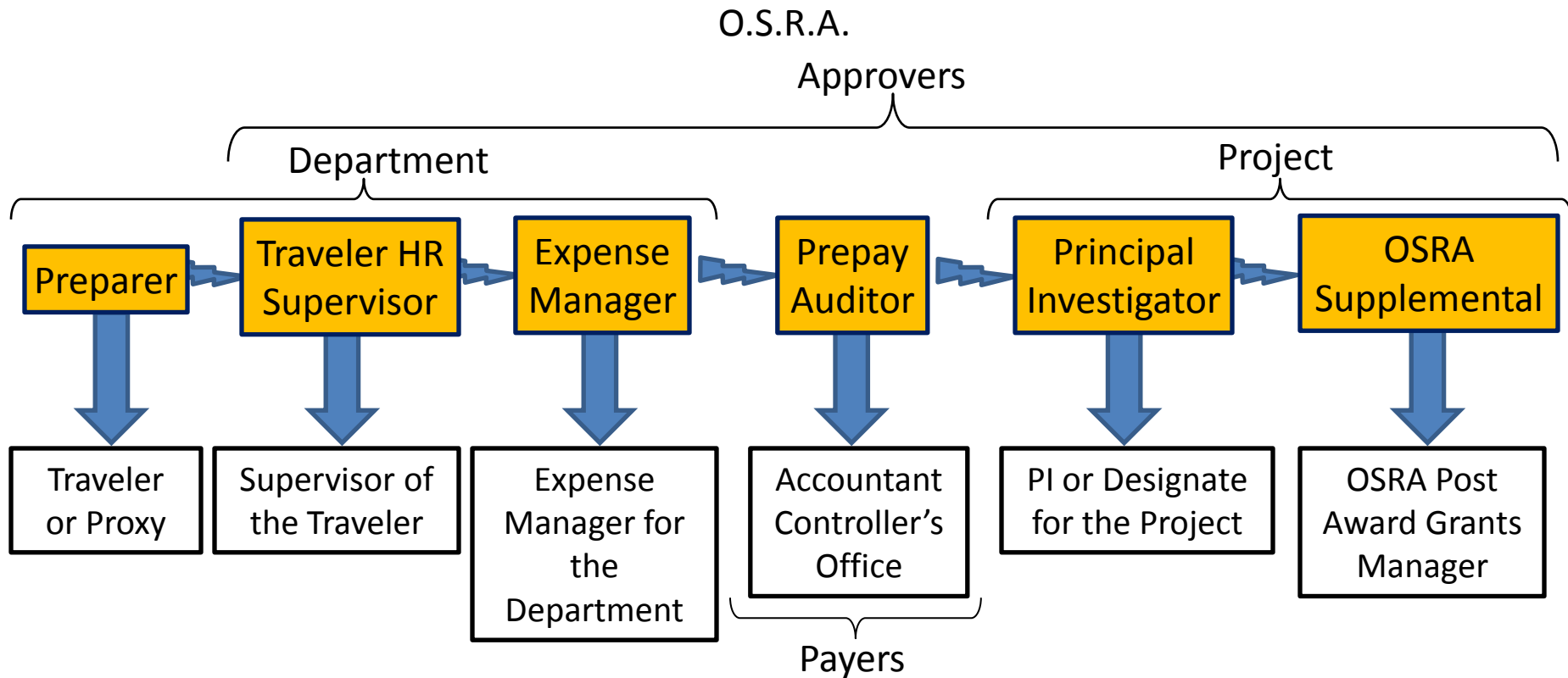
How does WORKFLOW work in my area?

- The intent of workflow is for someone to create a document and send it to a supervisor for their approval, without actually moving any paper.

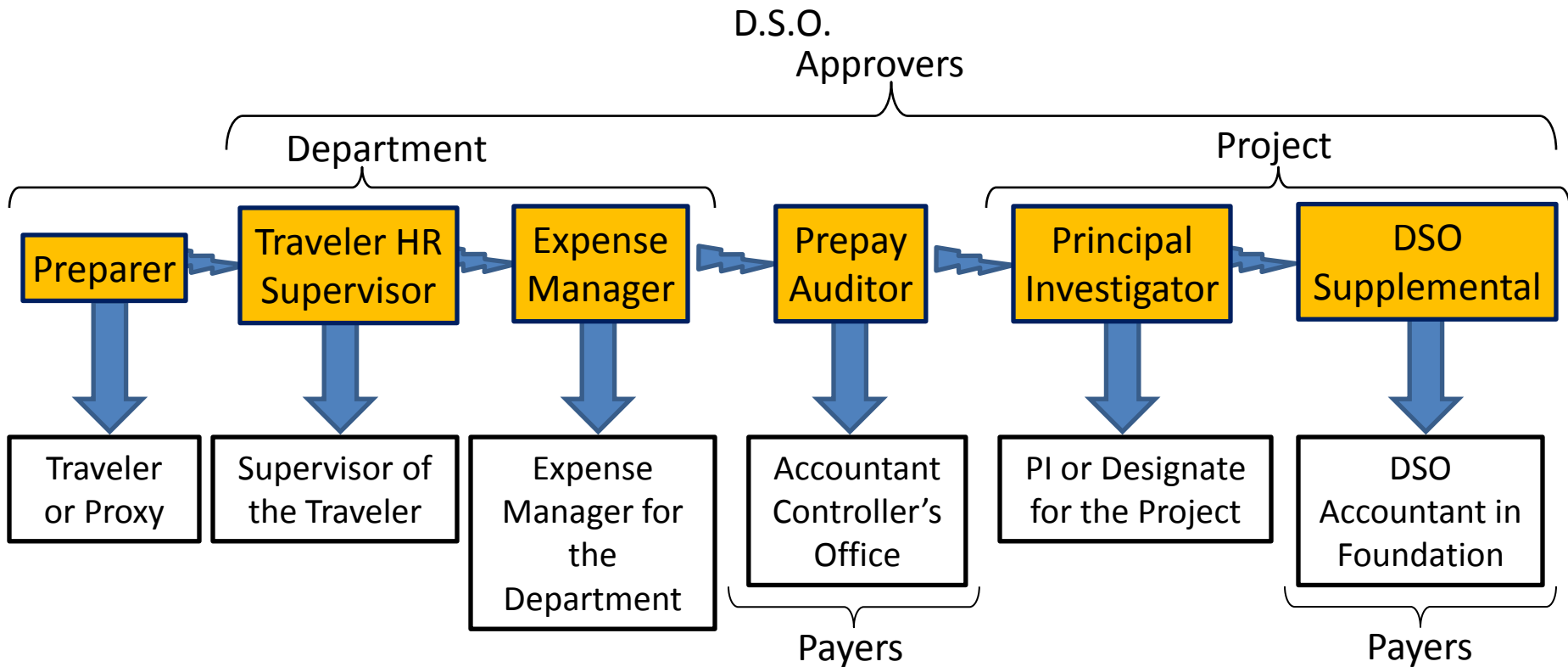




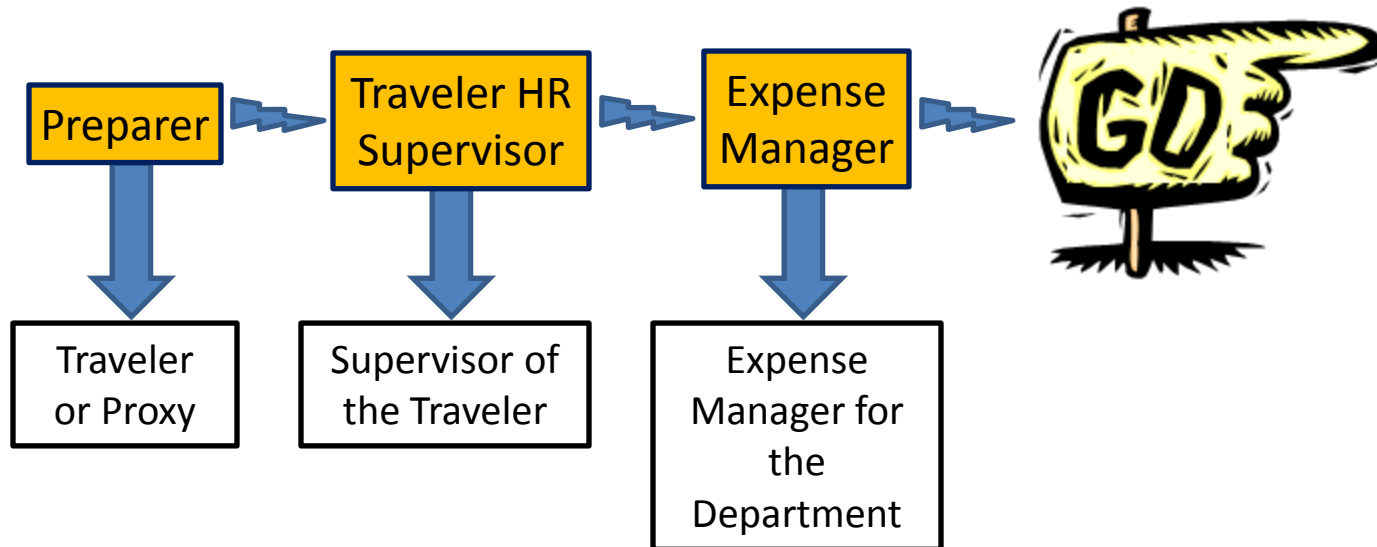
Travel Authorization to Cash Advance to Expense Report to Payment Process



Travel Authorization to Cash Advance to Expense Report to Payment Process



Departmental Travel Authorization



Traveler HR Supervisor

– This is the individual that is set up in ADP System as the Supervisor for the Traveler by HR. As per policy, this individual must approve all travel for the Traveler. If the TA is created by a Proxy, the TA continues to go to the Supervisor for the Traveler and NOT the Proxy Supervisor.

Totals	
Total:	810.00 USD
Less Non-Approved:	0.00 USD
Total Authorized:	810.00 USD

Pending Actions			
Profile	Name	Action	Date/Time
HR Supervisor	Heffernan, James B		
Expense Manager	(Pooled)		

Action History			
Profile	Name	Action	Date/Time
	Osco, Margoth K	Submitted	09/09/2009 4:25:36PM
HR Supervisor	Roelant, David F	Approved	09/09/2009 4:31:17PM
Expense Manager	Cepero, Patricia E	Approved	09/09/2009 4:42:42PM

[Travel Authorization Detail](#)

Expense Manager –

This person can be, but not necessarily always the Budget Manager for the area. They will review the Traveler's request and insure that there is sufficient budget in the identified Department or Project for the request. This group is also referred to as the Primary and Secondary approver.

Totals	
Total:	810.00 USD
Less Non-Approved:	0.00 USD
Total Authorized:	810.00 USD

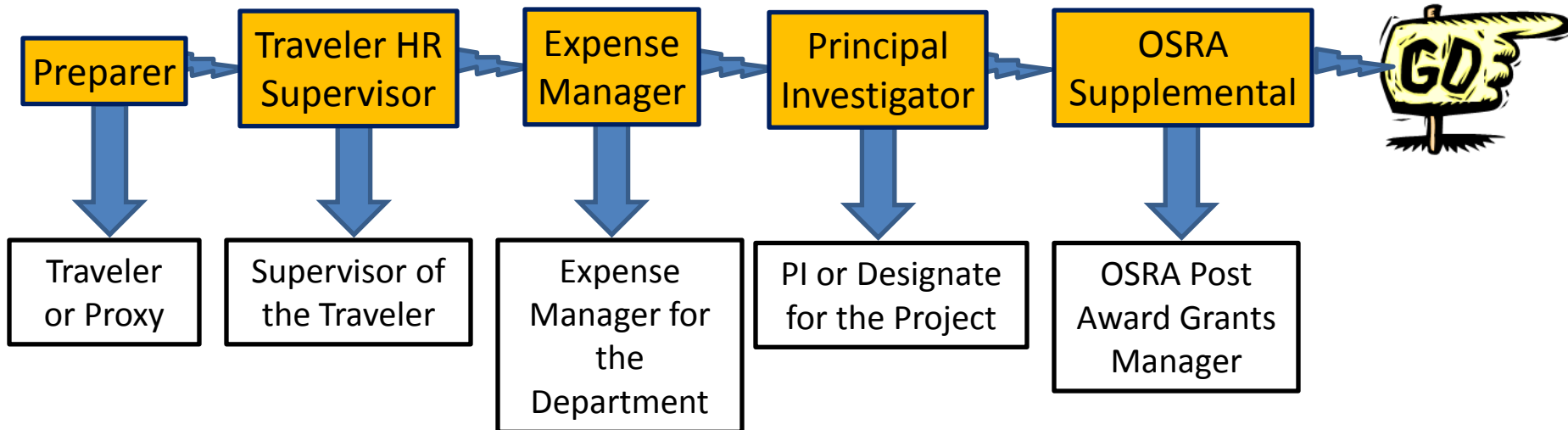
Pending Actions			
Profile	Name	Action	Date/Time
HR Supervisor	Heffernan,James B		
Expense Manager	(Pooled)		

Action History			
Profile	Name	Action	Date/Time
HR Supervisor	Osco,Margoth K	Submitted	09/09/2009 4:25:36PM
HR Supervisor	Roelant,David F	Approved	09/09/2009 4:31:17PM
Expense Manager	Cepero,Patricia E	Approved	09/09/2009 4:42:42PM

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Project Travel Authorization



Principal Investigator

(PI) – This is the individual that is identified by Office of Sponsored Research (OSRA) as the person in charge of the particular Project to be charged.

Totals	
Total:	810.00 USD
Less Non-Approved:	0.00 USD
Total Authorized:	810.00 USD

Pending Actions			
Profile	Name	Action	Date/Time
HR Supervisor	Heffernan,James B		
Expense Manager	(Pooled)		
Project Manager	Gaiser,Evelyn E		
Supplemental Approver	(Pooled)		

Action History			
Profile	Name	Action	Date/Time
	Osco,Margoth K	Submitted	09/09/2009 4:25:36PM
HR Supervisor	Roelant,David F	Approved	09/09/2009 4:31:17PM
Expense Manager	Cepero,Patricia E	Approved	09/09/2009 4:42:42PM
Project Manager	Benitez,Claudia S	Approved	09/10/2009 4:00:45PM
Supplemental Approver	Babilonia Beltran,Kristin M	Approved	09/11/2009 8:16:33AM

[Travel Authorization Detail](#)

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OSRA Supplemental Approver – This is the Post Award Grants Manager auditing the transaction being submitted for processing.

Totals	
Total:	810.00 USD
Less Non-Approved:	0.00 USD
Total Authorized:	810.00 USD

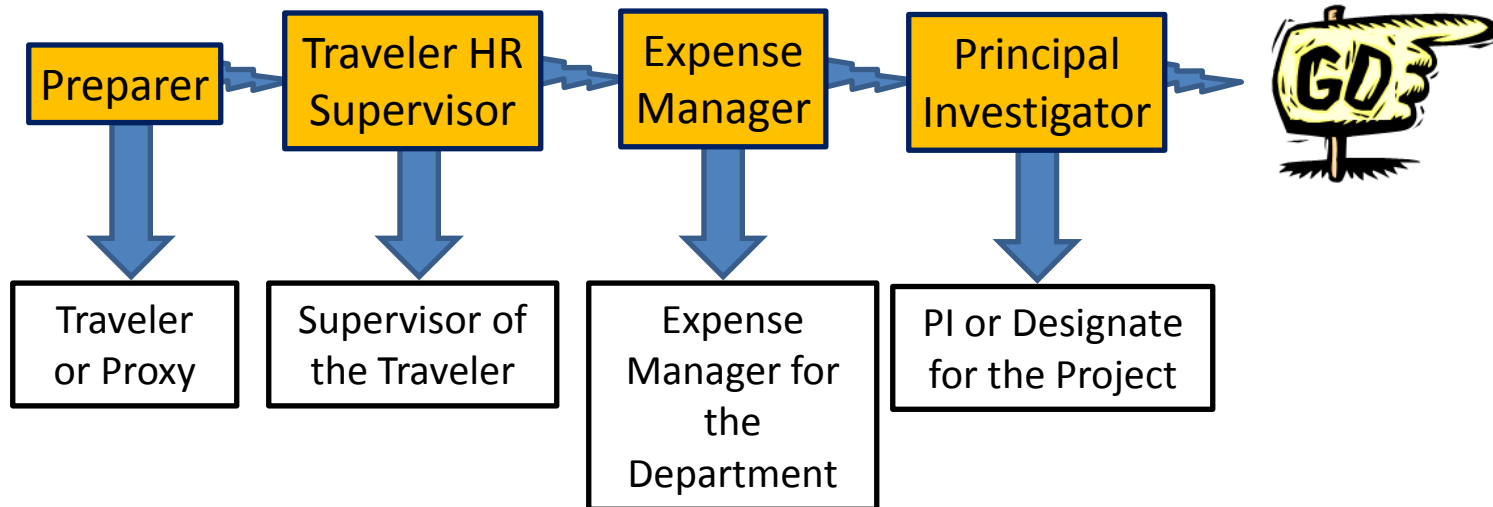
Pending Actions			
Profile	Name	Action	Date/Time
HR Supervisor	Heffernan, James B		
Expense Manager	(Pooled)		
Project Manager	Gaiser, Evelyn E		
Supplemental Approver	(Pooled)		

Action History			
Profile	Name	Action	Date/Time
	Osco, Margoth K	Submitted	09/09/2009 4:25:36PM
HR Supervisor	Roelant, David F	Approved	09/09/2009 4:31:17PM
Expense Manager	Cepero, Patricia E	Approved	09/09/2009 4:42:42PM
Project Manager	Benitez, Claudia S	Approved	09/10/2009 4:00:45PM
Supplemental Approver	Babilonia Beltran, Kristin M	Approved	09/11/2009 8:16:33AM

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Foundation Travel Authorization



Principal Investigator

(PI) – This is the individual that is identified by Office of Sponsored Research (OSRA) as the person in charge of the particular Project to be charged.

Totals	
Total:	810.00 USD
Less Non-Approved:	0.00 USD
Total Authorized:	810.00 USD

Pending Actions			
Profile	Name	Action	Date/Time
HR Supervisor	Heffernan,James B		
Expense Manager	(Pooled)		
Project Manager	Gaiser,Evelyn E		
Supplemental Approver	(Pooled)		

Action History			
Profile	Name	Action	Date/Time
	Osco,Margoth K	Submitted	09/09/2009 4:25:36PM
HR Supervisor	Roelant,David F	Approved	09/09/2009 4:31:17PM
Expense Manager	Cepero,Patricia E	Approved	09/09/2009 4:42:42PM
Project Manager	Benitez,Claudia S	Approved	09/10/2009 4:00:45PM
Supplemental Approver	Babilonia Beltran,Kristin M	Approved	09/11/2009 8:16:33AM

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Direct Support Organization (DSO) Approver

– This is the Foundation Accountant auditing the transaction submitted for approval. These individuals also act as the Pre Pay Auditor.

Totals	
Total:	810.00 USD
Less Non-Approved:	0.00 USD
Total Authorized:	810.00 USD

Pending Actions			
Profile	Name	Action	Date/Time
HR Supervisor	Heffernan, James B		
Expense Manager	(Pooled)		
Project Manager	Gaiser, Evelyn E		
Supplemental Approver	(Pooled)		

Action History			
Profile	Name	Action	Date/Time
	Osco, Margoth K	Submitted	09/09/2009 4:25:36PM
HR Supervisor	Roelant, David F	Approved	09/09/2009 4:31:17PM
Expense Manager	Cepero, Patricia E	Approved	09/09/2009 4:42:42PM
Project Manager	Benitez, Claudia S	Approved	09/10/2009 4:00:45PM
Supplemental Approver	Babilonia Beltran, Kristin M	Approved	09/11/2009 8:16:33AM

[Travel Authorization Detail](#)

Designation of the people in the Workflow

- **Proxy** – This is an individual that is allowed to take an action for another. Can be used for travel related actions.
- **Prepay Auditor** – This is the final authorization before the payment is disbursed from PantherSoft.

Designation of the people in the Workflow

- Pooled Approvers – Indicates there is more than one person assigned to that duty;
 1. Pooled Proxy's: contact the Expense Manager for your area or 305-348-7200.
 2. Pooled approvers for Departments:
FIU_FER_ORG_ID_LIST (using a '%' after the first few digits will give you a complete list for your area).
 3. For Foundation Approvals, call 305-348-3758 for more information.

How can a Proxy be created for a Traveler?

- 1) Navigate in PeopleSoft to Travel and Expense > Manage Expense Security > Authorize Expense Users – enter your Panther ID:
(Additional information can be seen on;
<http://panthersoft.fiu.edu/Financials/UPK/Financials/Player%20for%20PeopleSoft%208/toc.html>)
- 2) E-mail glmaint@fiu.edu with the traveler Panther ID and the panther ID of the proxy

? Is there a fast way to see where the Travel Report, Cash Advance or Expense Report is in PeopleSoft?

Travel and Expense Center > click TA or CA or ER > then click View.

Menu

- Search:
- My Favorites
- Employee Self-Service
- Manager Self-Service
- Travel and Expenses
 - Approve Transactions
 - Manage Employee Information
 - Load External Information
 - Manage Expenses Security
 - Process Expenses
 - Manage Accounting
 - Travel Authorizations
 - Expense Reports
 - Travel and Expense Center
- Billing
 - Accounts Receivable
 - Accounts Payable
 - eSettlements
 - Asset Management
 - Banking
 - Cash Management
 - Deal Management
 - Risk Management

Travel Authorization

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search by: Authorization ID begins with

Search [Advanced Search](#)

Search Results

Only the first 300 results can be displayed. Enter more information above and search again to reduce the number of search results.

[View All](#) First 100 of 300 [Last](#)

Authorization ID	Authorization Name	Name	EmplID	Status	Creation Date
0000036983	ABRCMS	Landry,Aileen S	1315095	Submitted	09/12/2009
0000036982	Restaurant Hotel/Alumni Event	Moran,Michael J	1049163	Submitted	09/11/2009
0000036981	Q09-4	Drake,Jeana L	1253498	Approved	09/11/2009
0000036979	Q09-4 Sampling	Bernard,Rebecca J	2242728	In Process	09/11/2009
0000036978	Hampton U. Grad Fair	Calderon,Christy A	2347571	Pending	09/11/2009
0000036977	Trip to Santa Barbara, CA.	Forlong,Maria E	1390824	In Process	09/11/2009

Navigate to Travel and Expense > Travel and Expense Center > click TA or CA or ER > then click View.

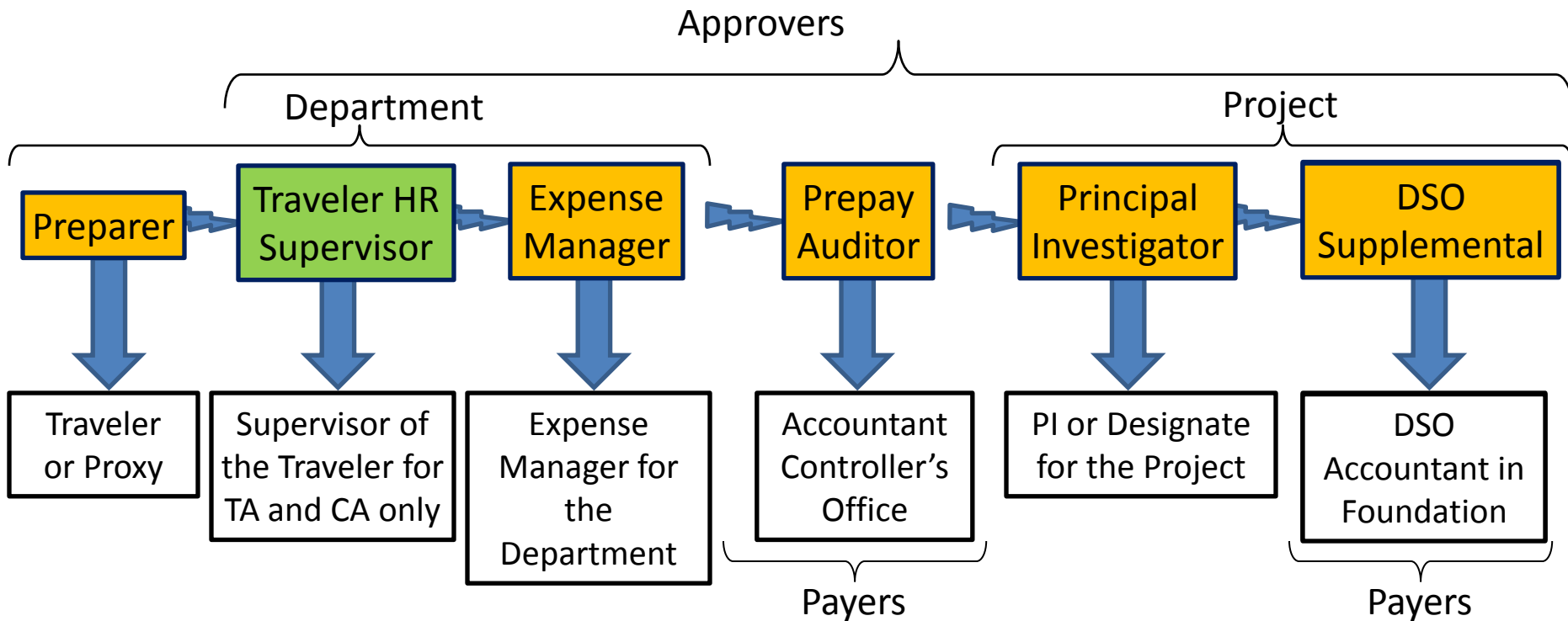
- In the next screen you will have several ‘Statuses’:
 - Pending** – It has only been entered and not yet sent for approval process
 - Submitted** – It is only entered and no other action has been taken
 - In Process** – it is somewhere in the Approved track and is ready for the next step
 - Approved** – it has completed the Approval process and is ready for the next step

- Additionally in the CA and ER views your Statuses are:
 - Paid** – The traveler has already been issued a payment for the request
 - Reconciled** – The traveler has already accounted for the CA received

? How does the traveler get money to travel with a Cash Advance?

The process is almost identical to the TA process with the exception that now there is to be an actual payout

Travel Authorization to Cash Advance to Expense Report to Payment Process



Any Questions?

