

## MEMORANDUM

**TO:** FIU Community

**FROM:** Joaquin Bello, Director, Financial Systems and Reporting

**DATE:** August 3, 2009

**RE:** PeopleSoft Upgrade 9.0 Important Update: - TRAVEL AND EXPENSE

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Since the upgrade of Panther Soft Financials version 9.0 upgrade on July 13, 2009, the Financial Systems and Reporting team has been working diligently to provide effective functional support to all users. While many issues have been identified and resolved, there are a few that remain the most pertinent and as such would like to bring to your attention based on the following modules:

**Travel and Expense:** The new Travel and Expense (T&E) functionality allows employees to submit expense reimbursements electronically online. This includes both reimbursements for travel and miscellaneous reimbursements to employees.

Below is an update on current issues and /or commonly asked questions reported to our team:

**1. ImageNow : Submitting an Expense Report**

- a) When faxing the expense report with the receipts, the page containing the barcode **MUST ALWAYS** be the first page; not doing so will result in an error and your expense report will be lost in queue. Do **NOT** include a cover page. The fax number is 305.348.1355.
- b) When submitting receipts that contain a barcode as supporting material, please fold the barcode under before faxing the expense report.
- c) If the fax is transmitted successfully, do not refax again. This avoids duplicate images being indexed by the ImageNow system which will default as an error in the queue.
- d) If you are still unable to see the images after following the steps above and clicking the ImageNow link, please contact the travel department at 305.348.2543.

Note: To access the FIU network externally you need to implement Virtual Private Network (VPN). For login and instructions go to [vpn.fiu.edu](http://vpn.fiu.edu). This ensures access to ImageNow when trying to view images outside FIU.

## 2. **ImageNow and ADP EV4**

Both ImageNow and ADP EV4 require that the Java application be used, but each system requires a different version of Java. If you require access to the ADP EV4 system with more frequency than ImageNow it is recommended that you keep the version that currently works with ADP EV4 and access ImageNow using a different computer or vice-versa.

## 3. **Process for Non-Employee Travel Authorization and Reimbursement?**

The process outlined below has been implemented in the short term until a long term solution is finalized and approved for travel reimbursement for non-employees and students.

### a) **Creating a Travel Authorization**

- i. A Travel Authorization (TAR) must be created for all non-employees and students.
- ii. The TAR must be created under the Panther Id of the travel liaison of the department (this is typically the person in charge of the Group Travel Card).
- iii. Please include the following under the comments section of the TAR:
  1. The non employee or student name and address
  2. The relevant Panther ID if it exists
  3. Also note that the TAR is being completed on behalf of the non-employee or student, and any other pertinent information

### b) **Expense Reimbursement: Out-of-Pocket Expense**

- i. Fill out an "Unencumbered Payment Form" referencing the TAR with all necessary receipts
- ii. In addition to the unencumbered form, an expense report must be created by copying the original TAR under the Travel Liaison's Panther Id, and code all items on the expense report as 'non-reimbursable'. This will release the encumbrance created by the original TAR.
- iii. The Expense Report barcode page, receipts, and the 'Unencumbered Payment Form' should be faxed to extension 7-1355 so that all documentation for the travel is properly maintained for future audits.

### c) **Expense Reimbursement: Expenses Paid Directly by FIU using the Group Travel Card**

- i. Expenses paid by FIU using the Group Travel Card have to be approved via the Purchasing module. The TAR # must be

referenced on the Group Travel Card charge when reconciled and approved.

- ii. An expense report must also be filled out and be created by copying the original TAR, under the Travel Liaison's PantherId, and all items on the Expense Report must be coded as 'non-reimbursable'. This will release the encumbrance created by the original TAR.
- iii. The Expense Report barcode page, along with receipts should be faxed to extension 7-1355 so that all documentation for the travel is properly maintained for future audits.

**The following FAQ's have been included to address common issues from the community:**

**1) Where can I change my Employee Bank Account Information for Expense Reimbursements?**

As part of the upgrade, if changes need to be made regarding your banking information it must be initiated in the [ADP Employee Self-Service](#) system. You no longer have to fill out the "Employee Electronic Authorization Form" in order to have your banking information updated for reimbursement. All changes in the ADP Self-Service system should be reflected in PeopleSoft the next day.

**2) Why does the Expense Report and the Travel Authorization contain a signature line?**

We are aware that the printed expense report, as well as the Travel Authorization forms, contains a signature line. However, these do not have to be signed by the travelers or the approvers, as the workflow approval process will maintain a history of the approvals for all Travel & Expense transactions.

**3) What are "Pooled Approvers" on the Travel and Expense transactions?**

On the Expense Reports and Travel Authorizations you will see the term (Pooled) under the "Name" header. This signifies that there is more than one approver for the approver profile. For instance, the "Expense Manager" Approver profile will always have the term "*Pooled*" because both the Primary and Secondary Approvers have the authority to approve the transaction. The same holds true for OSRA Supplemental, DSO Supplemental and Prepay Auditor approvers. Once one of the approvers in these groups (pools) has approved the transaction the ACTUAL name of the approver will be displayed under the "Action History" section of the Travel and Expense transaction.

*Useful Links:*

- ✓ For additional information, please contact the Controller's Travel Department at ext. 7-2543
- ✓ *For questions regarding the PantherSoft Financials 9.0 upgrade please contact the Financial Systems and Reporting group at 305.348.7200.*
- ✓ *Additional support such as open labs is available at GL 265 and by contacting us via email at [psfin@fiu.edu](mailto:psfin@fiu.edu). Lab times for faculty and staff can be found at <http://panthersoft.fiu.edu/financials/labs.htm>.*
- ✓ *For more information on the PantherSoft Financials Upgrade and Grants Suite implementation, please visit the project website at <http://panthersoft.fiu.edu/financials>.*

As we continue to move forward, any issues or resolutions will be communicated via email to the FIU community.