

# PeopleSoft Financials Travel Authorization and Expense System

## Workflow Approval


Payroll & Disbursements

# Overview

- The workflow approval in many cases for non Academic Departments is the HR Supervisor of the traveler. The Academic areas as noted by the Provost Office may include not only the HR Supervisor, but also the Dean's office and a budget Reviewer.
- In the case of international travel on a grant fund, the TA will be routed to Grants and Contracts.
- Supervisors can reassign their Workflow approval to a delegate.
- Notifications of travel requests that require your attention will be sent to you via an email. Note, if you reassign your workflow authority to a delegate, the delegate will receive these email messages instead.
- You have the option to approve or deny a request as well as to send the request back or place the TA on hold if necessary.
- The workflow will route to AAA when the TA requires airfare.

# Travel Authorization Notification

Wed 7/19/2017 10:02 AM

 Lisa R Bettis-Cooper

\*\*\* FNE test \*\*\* Approval requested for travel authorization IMC 16 for Trautman,Ian.

To Ian Trautman


A travel authorization request has been submitted that requires your attention:

Employee ID: 402948  
Employee Name: Trautman,Ian  
Submission Date: 2017-06-29  
Travel Auth Description:IMC 16  
Travel Auth ID: 0000001618  
Business Purpose: Conference  
Reimbursement Amount: 4036.00 USD

The link shown in the email will take you to the Travel Authorization Summary page to approve the authorization.

You can navigate directly to the page for more information by clicking the link below:

[https://psfswst.cc.wmich.edu:15041/psp/FNE/EMPLOYEE/ERP/c/APPROVE\\_EXPENSE\\_TRANSACTIONS.EX\\_TAUTH\\_APPR.GBL?Action=U&TRAVEL\\_AUTH\\_ID=0000001618&LINE\\_NBR=11](https://psfswst.cc.wmich.edu:15041/psp/FNE/EMPLOYEE/ERP/c/APPROVE_EXPENSE_TRANSACTIONS.EX_TAUTH_APPR.GBL?Action=U&TRAVEL_AUTH_ID=0000001618&LINE_NBR=11)



An email notification will be sent to the approver when it is their turn in the workflow to approve. After clicking on the link, a new tab in your default internet browser will be opened to the “**Travel Authorization Summary**” page in PeopleSoft Financials.

Approve Travel Authorization

### Travel Authorization Summary

Lisa Bettis-Cooper

**General Information**

Description: testing delegate access      Authorization ID: 0000001636

Business Purpose: Conference

Status: Approvals in Process


Date From: 08/21/2017      To: 08/22/2017      Updated on: 07/21/2017 1:19:01PM      By: jrv2298

Attachments      Notes

Submitter: Bettis-Cooper,Lisa R      Phone: 269/387-2642      Email: lisa.r.bettis-cooper@wmich.edu

More Options:


You can deny individual expenses and still approve or send back the overall report.

**Details** Personalize | Find | 


Expense Type	Date	Amount	Currency	Approve	Prepaid Expense	Fnd-Dept-Acct
Parking	08/21/2017	25.00	USD	<input checked="" type="checkbox"/>		11-8411240-4880
Automobile Rental	08/21/2017	150.00	USD	<input checked="" type="checkbox"/>	Prepaid Expense	23-0019780-4988

**Totals**

Total	175.00	USD
Less Non-Approved	0.00	USD
<b>Total Authorized</b>	<b>175.00</b>	<b>USD</b>

**Pending Actions** Personalize | Find |  First 1-2 of 2 Last

Role	Name	Action	DateTime
Reviewer 2	Trautman,Ian		
Expense Manager	Long,Jeffrey D		

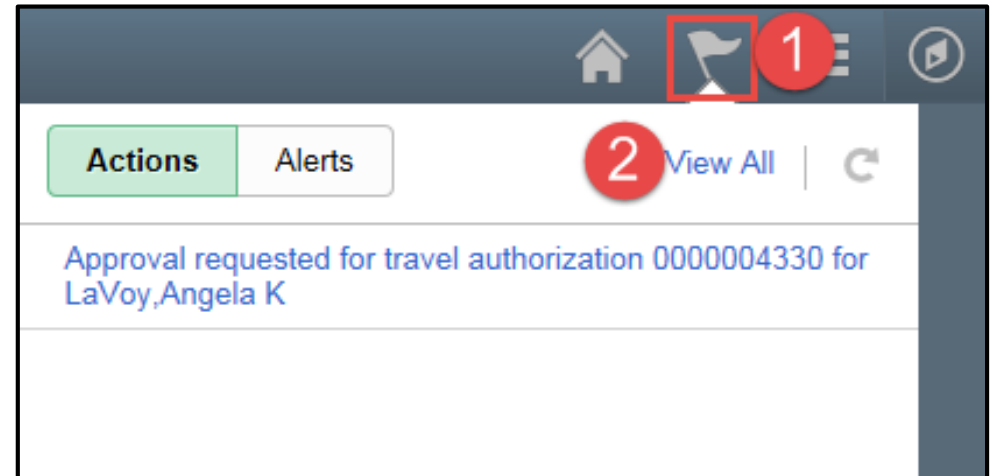
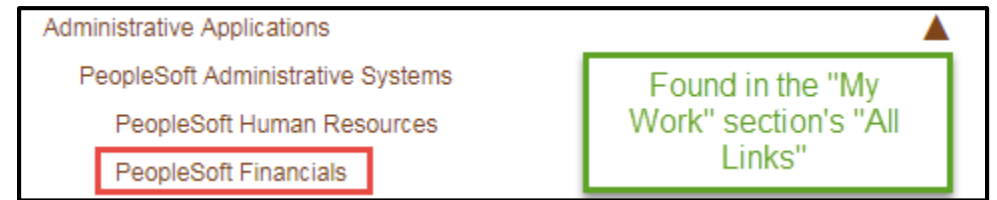
**Action History** Personalize | Find |  First 1-5 of 5 Last

Role	Name	Action	DateTime
Employee	Bettis-Cooper,Lisa R	Submitted	07/19/2017 11:46:11AM
Employee	Halseth,Jennifer A	Withdrawn	07/19/2017 11:51:18AM
Employee	Bettis-Cooper,Lisa R	Resubmitted	07/20/2017 3:40:11PM
HR Supervisor	Long,Jeffrey D	Approved	07/20/2017 4:41:54PM
Reviewer	Halseth,Jennifer A	Reviewed	07/21/2017 1:19:01PM

**Comments**

# Travel Authorization Notification

- Alternatively, the approver can log in to the PeopleSoft Financials system through GoWMU and select the flag icon (1) on the toolbar, which will display new pending actions. Select the “**View All**” button for a comprehensive list (2).



# Accessing the Travel Authorization Worklist

- Note that the HR Supervisor, Department Reviewers and VP Managers (if required) will be notified by email of authorizations that require their approval.
- For international air travel on a grant fund 25 through 30, the TA will route to Grants and Contracts.

Worklist

Worklist for djb6596: Ian Trautman

Detail View Worklist Filters  Feed

Worklist Items						Personal
From	Date From	Work Item	Worked By Activity	Priority	Link	
Osama Abudayyeh	06/02/2017	Approval Routing	Approval Workflow	2-Medium	<a href="#">TAApapproval. 17881, SHARE, 1925-01-01, N, 0, TRAVEL_AUTH ID:0000001583 RDC:RA.1.A.</a>	
Joan A Morin	06/02/2017	Approval Routing	Approval Workflow	2-Medium	<a href="#">TAApapproval. 18071, SHARE, 1925-01-01, N, 0, TRAVEL_AUTH ID:0000001597 RDC:RA.1.A.</a>	
Joan A Morin	06/02/2017	Approval Routing	Approval Workflow	2-Medium	<a href="#">TAApapproval. 18081, SHARE, 1925-01-01, N, 0, TRAVEL_AUTH ID:0000001600 RDC:RA.1.A.</a>	
Jeffrey D Long	07/20/2017	Approval Routing	Approval Workflow	2-Medium	<a href="#">TAApapproval. 18306, SHARE, 1925-01-01, N, 0, TRAVEL_AUTH ID:0000001636 RDC:RA.1.A.</a>	
Jeffrey D Long	07/20/2017	Approval Routing	Approval Workflow	2-Medium	<a href="#">TAApapproval. 18304, SHARE, 1925-01-01, N, 0, TRAVEL_AUTH ID:0000001637 RDC:RA.1.A.</a>	

Refresh

Click the link of the authorization you wish to review to open the “Travel Authorization Summary” page.

# Reviewing the Travel Authorization

- Once the TA has been opened, you will be able to review each expense type and the details related to the expense.
- The “**Pending Actions**” reflect the workflow routing and the individuals of whom approval is still needed.

Clicking on the expense type will open the detail screen for that expense.  
The “**Action History**” shows the chronological history of approvals

Approve Travel Authorization  
Travel Authorization Summary  
Lisa Bettis-Cooper

**General Information**

Description: testing delegate access      Authorization ID: 0000001636  
Business Purpose: Conference  
Status: Approvals in Process  
Date From: 08/21/2017      To: 08/22/2017      Updated on: 07/21/2017 1:19:01PM  
By: jrv2296  
Attachments      Notes

Submitter: Bettis-Cooper,Lisa R      Phone: 269/387-2942      Email: lisa.r.bettis-cooper@wmich.edu

More Options: ...Choose an Action      GO

You can deny individual expenses and still approve or send back the overall report.

**Details**      Personalize | Find | [?] [?]

Expense Type	Date	Amount	Currency	Approve	Fnd-Dept-Acct
Parking	08/21/2017	25.00	USD	<input checked="" type="checkbox"/>	11-8411240-4880
Automobile Rental	08/21/2017	150.00	USD	<input checked="" type="checkbox"/>	Prepaid Expense 23-0019780-4988

**Totals**

Total	175.00	USD
Less Non-Approved	0.00	USD
<b>Total Authorized</b>	<b>175.00</b>	<b>USD</b>

**Pending Actions**      Personalize | Find | [?] [?]      First 1-2 of 2 Last

Role	Name	Action	Date/Time
Reviewer 2	Trautman,Ian		
Expense Manager	Long,Jeffrey D		

**Action History**      Personalize | Find | [?] [?]      First 1-5 of 5 Last

Role	Name	Action	Date/Time
Employee	Bettis-Cooper,Lisa R	Submitted	07/19/2017 11:46:11AM
Employee	Halseth,Jennifer A	Withdrawn	07/19/2017 11:51:18AM
Employee	Bettis-Cooper,Lisa R	Resubmitted	07/20/2017 3:40:11PM
HR Supervisor	Long,Jeffrey D	Approved	07/20/2017 4:41:54PM
Reviewer	Halseth,Jennifer A	Reviewed	07/21/2017 1:19:01PM

**Comments**

Reviewed      Send Back      Deny      Save Changes

# Reviewing the Travel Authorization

- By selecting the expense type, the approver will be able to review the details of each individual expense and change the information if necessary.
- The “**Accounting Detail**” link will show the fund, cost center and account that the expense is associated with.

Approve Travel Authorization

Authorization Detail for Automobile Rental (Line 2)

Lisa Bettis-Cooper Authorization ID 0000001636

Date From 08/21/2017 To 08/22/2017

**About This Expense**

\*Date 08/21/2017

\*Payment Type Prepaid Expenditures

\*Billing Type NON-REIMBURSABLE

\*Originating Location Michigan

\*Merchant (Choose One) Preferred Hertz Rent-a-Car

\*Description Kalamazoo to Detroit airport

Amount 150.00 USD

**Exception Comments**

Non-Preferred Merchant

[Accounting Detail](#)

Approve Authorization Prepaid Expense

[Return to Travel Authorization Details](#)

**Accounting Detail**

Lisa Bettis-Cooper Authorization ID 0000001636

This is the accounting detail for expense type Automobile Rental with a transaction date of 2017-08-21 in the amount of 150 USD.

**Accounting Summary**

Amount	GL Unit	Account	Oper Unit	Fund	Dept	Program	Clas
150.00	WMICH	4988		23	0019780		

OK

# Approving the Travel Authorization

- There are four options of approval located at the bottom of the travel authorization:
  - “**Approve**” – Forwards the authorization on in the workflow
  - “**Send Back**” – Sends the authorization back to the traveler to make changes as necessary. The workflow will start over when the traveler resubmits
  - “**Deny**” – Immediately ends the authorization workflow, however, the authorization is still able to be viewed or printed
  - “**Save Changes**” – Any changes that the approver makes to the authorization is saved

The screenshot displays a web interface for managing travel authorization. It features three main sections: Pending Actions, Action History, and Comments. The Pending Actions section shows a table with columns for Role, Name, Action, and Date/Time. The Action History section shows a similar table with columns for Role, Name, Action, and Date/Time. The Comments section is a text input area with a submit button. At the bottom, there are four buttons: Reviewed, Send Back, Deny, and Save Changes.

Pending Actions			
Role	Name	Action	Date/Time
Reviewer 2	Trautman, Ian		
Expense Manager	Long, Jeffrey D		

Action History			
Role	Name	Action	Date/Time
Employee	Bettis-Cooper, Lisa R	Submitted	07/19/2017 11:46:11AM
Employee	Halseth, Jennifer A	Withdrawn	07/19/2017 11:51:18AM
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HR Supervisor	Long, Jeffrey D	Approved	07/20/2017 4:41:54PM
Reviewer	Halseth, Jennifer A	Reviewed	07/21/2017 1:19:01PM

Comments

Reviewed Send Back Deny Save Changes

The “Approve” button may also say “**Reviewed**”. This is determined by whether the individual is considered a “Reviewer” in the workflow. If the individual is an HR Supervisor or Expense Manager this will read “Approve”



# Approving the Travel Authorization

- The “**Notes**” and “**Comments**” fields can be used to write in any information that the approver wishes to communicate to the traveler or those upcoming in the workflow.
- Please note that these comments will not show on the printed authorization, they are only for reference. Information written in the “**Notes**” will be seen by all parties on the workflow whereas the “**Comments**” are only seen by the next approver in the workflow.

Approve Travel Authorization

### Travel Authorization Summary

Lisa Bettis-Cooper

**General Information**

Description	testing delegate access	Authorization ID	0000001636
Business Purpose	Conference		
Status	Approvals in Process	Updated on	07/21/2017 1:19:01PM
Date From	08/21/2017	To	08/22/2017
Submitted by	Bettis-Cooper, Lisa R	Phone	269/387-2942
		Email	lisa.r.bettis-cooper@wmich.edu

Attachments **Notes**

More Options

You can deny individual expenses and still approve or send back the overall report.

**Details** [Personalize](#) | [Find](#) | [?](#)

Expense Type	Date	Amount	Currency	Approve	Fnd-Dept-Acct
Parking	08/21/2017	25.00	USD	<input checked="" type="checkbox"/>	11-6411240-4880
Automobile Rental	08/21/2017	150.00	USD	<input checked="" type="checkbox"/>	Prepaid Expense 23-0019780-4988

**Totals**

**Pending Actions** [Personalize](#) | [Find](#) | [?](#) | [First](#) | 1-2 of 2 | [Last](#)

Role	Name	Action	Date/Time
Reviewer 2	Trautman, Ian		
Expense Manager	Long, Jeffrey D		

**Action History** [Personalize](#) | [Find](#) | [?](#) | [First](#) | 1-5 of 5 | [Last](#)

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Employee	Bettis-Cooper, Lisa R	Submitted	07/19/2017 11:46:11AM
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Reviewer	Halseth, Jennifer A	Reviewed	07/21/2017 1:19:01PM

**Comments**

# Approving the Travel Authorization

- As an approver, please be aware that once the travel date has passed the system will usually not allow you to approve the authorization any longer because the trip has already happened.
- If the travel date passes and you have not approved, **“Send Back”** the authorization to the traveler stating that the travel date has passed and send an email stating your approval to attach to the travel expense voucher when seeking reimbursement.



The screenshot shows a web interface titled "View Approver Comments". Below the title is a section labeled "Approver's Comments" with a light blue header. The comment details are as follows:

Name	Halseth, Jennifer A
Action	Sent Back For Revision
Date/Time	07/21/2017 1:39:07PM
Comment	Dates are in the past

At the bottom of the comment box is a yellow button with the text "Return".

Please make sure that travelers are doing their best to submit authorizations as early as possible to prevent authorization approval errors. If you as an approver know that you will not be available to approve authorizations while on leave, please make arrangements to have another individual do so on your behalf.

# Approving the Travel Authorization

- If the expense allocation is to a department not associated with the traveler's home cost center, the TA will be routed to the expense manager of the department specified on the TA.
- As noted previously, the traveler will be notified that the TA is approved once all approvals have been obtained.
- **Please note: If you deny one or more individual expenses this may cause a system error. If the authorization contains errors, please send the authorization back to the traveler to correct.**