PeopleSoft Finance 9.2 Upgrade

Schedule
Changes to expect
Communication and training
# Schedule

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Functional testing round 1</td>
<td>Jan-Feb</td>
</tr>
<tr>
<td>Functional user acceptance testing</td>
<td>Late March</td>
</tr>
<tr>
<td>Go-live decision</td>
<td>Apr 5</td>
</tr>
<tr>
<td>Reqs and Expense user lockout</td>
<td>5pm Apr 5</td>
</tr>
<tr>
<td>Go-live weekend</td>
<td>5pm Apr 12 – 15</td>
</tr>
<tr>
<td></td>
<td>(system available Mon Apr 16)</td>
</tr>
</tbody>
</table>
Changes to Expect

1. Requisition page – new look, new terminology

2. Travel & Expense – new layouts for Travel Auths, Cash Advances, Expense Reports
CHANGES TO EXPECT

REQUISITIONS PAGE
9.1 Create Requisition Page

Select a Request Type:
- Special Item: Request an item that is not listed in the Catalog.
- Fixed Cost Service: Request a one-time service for a flat fee.
- Variable Cost Service: Request a service for which the fee is based on the time worked.
- Time and Materials: Request a service for which the fee is based on the time worked and materials used.
9.1 Requisition Detailed Page – Out with “Vendor”
9.2 Requisition Detail Page – In with “Supplier”
CHANGES TO EXPECT

TRAVEL & EXPENSE

Expense Reports
Travel Authorizations
Cash Advances
Approval
### 9.1 Expense Report – looks like this:

#### General Information

- **Description:** Mileage to campus for meetings
- **Business Purpose:** Administration/Operation
- **US State / Country:** Chittenden County, VT
- **Trip Description/Dates**
- **Travel Authorization Number:**
- **Attachments:** (0)

#### Details

1. **Expense Type:** Automobile Mileage
   - **Expense Date:** 01/25/2018
   - **Amount Spent:** 8.03 USD
   - **Currency:** USD
   - **Payment Type:** Cash
   - **Billing Type:** UVM Internal
**Create Expense Report**

**Expense Detail for Automobile Mileage (Line 3)**

**Erin Fitzgerald**

**About This Expense**

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Expense Date</td>
<td>01/25/2018</td>
</tr>
<tr>
<td>Payment Type</td>
<td>Cash</td>
</tr>
<tr>
<td>Billing Type</td>
<td>UVM Internal</td>
</tr>
<tr>
<td>Miles</td>
<td>15 x 0.6350</td>
</tr>
<tr>
<td>Description</td>
<td>mileage around VT</td>
</tr>
<tr>
<td>Amount Spent</td>
<td>8.03</td>
</tr>
<tr>
<td>Currency</td>
<td>USD</td>
</tr>
<tr>
<td>Exchange Rate</td>
<td>1.00000000</td>
</tr>
</tbody>
</table>

**Reimbursement Amt:** 8.03 USD

**Exception Comments**

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Location Amount</td>
<td></td>
</tr>
<tr>
<td>No Receipt</td>
<td></td>
</tr>
</tbody>
</table>

[Accounting Detail]
This is the accounting detail for expense type Automobile Mileage with a transaction date of 2018-01-25 in the amount of 8.03 USD. If changes are made inadvertently, you may reset the default accounting values by hitting the 'Restore Defaults' button.

<table>
<thead>
<tr>
<th>Amount</th>
<th>GL Unit</th>
<th>Monetary Amount</th>
<th>Currency Code</th>
<th>Exchange Rate</th>
<th>Account</th>
<th>Oper Unit</th>
<th>Dept</th>
<th>Fund</th>
<th>Source</th>
<th>Function</th>
<th>PC Bus</th>
</tr>
</thead>
<tbody>
<tr>
<td>8.03</td>
<td>UVM01</td>
<td>8.03 USD</td>
<td>1.00000000</td>
<td>60515</td>
<td>01</td>
<td>11290</td>
<td>100</td>
<td>100001</td>
<td>521</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Account</td>
<td>Oper Unit</td>
<td>Dept</td>
<td>Fund</td>
<td>Source</td>
<td>Function</td>
<td>PC Bus Unit</td>
<td>Project</td>
<td>Activity</td>
<td>Program</td>
<td>Purpose</td>
<td>Property</td>
</tr>
<tr>
<td>---------</td>
<td>-----------</td>
<td>------</td>
<td>------</td>
<td>--------</td>
<td>----------</td>
<td>------------</td>
<td>---------</td>
<td>----------</td>
<td>---------</td>
<td>---------</td>
<td>----------</td>
</tr>
<tr>
<td>60515</td>
<td>01</td>
<td>11290</td>
<td>100</td>
<td>100001</td>
<td>521</td>
<td></td>
<td></td>
<td></td>
<td>0000</td>
<td>0000</td>
<td>0000</td>
</tr>
</tbody>
</table>
9.2 Expense Report looks like this:

```
Create Expense Report

*Business Purpose: Administration/Operation
*Report Description: Mileage to campus for meetings
*US State/Country: Chittenden County, VT

*Trip Description/Dates/Comments:
Test expense report

Expenses

<table>
<thead>
<tr>
<th>*Date</th>
<th>*Expense Type</th>
<th>Description</th>
<th>*Payment Type</th>
<th>*Amount</th>
<th>*Currency</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0.00</td>
<td>USD</td>
</tr>
</tbody>
</table>

254 characters remaining
```

<table>
<thead>
<tr>
<th>Date</th>
<th>Expense Type</th>
<th>Description</th>
<th>Payment Type</th>
<th>Amount</th>
<th>Currency</th>
</tr>
</thead>
<tbody>
<tr>
<td>01/25/2018</td>
<td>Automobile Mileage</td>
<td>mileage around VT</td>
<td>Cash</td>
<td>8.03</td>
<td>USD</td>
</tr>
</tbody>
</table>

**Billing Type:** UMM Intern

**Miles:** 15 x 0.5350

**Default Rate**

**Non-Reimbursable**

**No Receipt**
Create Expense Report

Erin Fitzgerald

Business Purpose: Administration/Operation
Report Description: Mileage to campus for meetings
US State/Country: Chittenden County, VT

Trip Description/Dates/Comments:
Test expense report

Expenses

Date: 01/25/2018
Expense Type: Automobile Mileage
Description: Mileage around VT
Payment Type: Cash
Amount: 8.03 USD

Total: 8.03 USD
### Expense Report

**Erin Fitzgerald**

**Business Purpose:** Administration/Operation

**Report Description:** Mileage to campus for meetings

**US State/County:** Chittenden County, VT

**Trip Description/Dates/Comments:** Test expense report

### Expenses

<table>
<thead>
<tr>
<th>Date</th>
<th>Expense Type</th>
<th>Description</th>
<th>Payment Type</th>
<th>Amount</th>
<th>Currency</th>
</tr>
</thead>
<tbody>
<tr>
<td>01/25/2018</td>
<td>Automobile Mileage</td>
<td>Mileage around VT</td>
<td>Cash</td>
<td>8.03</td>
<td>USD</td>
</tr>
</tbody>
</table>
Modify Expense Report

Erin Fitzgerald

*Business Purpose: Administration/Operation
*Description: Mileage to campus for meetings

Report: 0000107190 Pending
Created: 02/02/2018 Erin Fitzgerald
Last Updated: 02/02/2018 Erin Fitzgerald
Post State: Not Applied

Totals

- Employee Expenses (1 Line): 2.68 USD
- Non-Reimbursable Expenses: 0.00 USD
- Cash Advances Applied: 0.00 USD
- Prepaid Expenses: 0.00 USD

Employee Credits: 0.00 USD
Supplier Credits: 0.00 USD

Amount Due to Employee: 2.68 USD
Amount Due to Supplier: 0.00 USD

I certify that the information provided above is true and correct, that there are no alcohol expenses in / with any travel meals, and I did not pay nor seek reimbursement for this expense by any other method.

I certify that any international airfare was purchased in compliance with the Fly America Act. Reimbursement of / payment for items requires them to become property of UVM.

Submit Expense Report
I certify that the information provided above is true and correct, that there are no alcohol expenses in / with any travel meals, and I did not pay for nor seek reimbursement for this expense by any other method. I certify that any international airfare was purchased in compliance with the Fly America Act. Reimbursement of / payment for items requires them to become property of UVM.

Expense Report

Submit Confirmation

Erin Fitzgerald

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
<th>Type</th>
<th>Credits</th>
<th>USD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee Expenses (1 Line)</td>
<td>2.68 USD</td>
<td>Non-Reimbursable Expenses</td>
<td>0.00 USD</td>
<td></td>
</tr>
<tr>
<td>Cash Advances Applied</td>
<td>0.00 USD</td>
<td>Prepaid Expenses</td>
<td>0.00 USD</td>
<td></td>
</tr>
</tbody>
</table>

Amount Due to Employee 2.68 USD

Amount Due to Supplier 0.00 USD
**View Expense Report**

Erin Fitzgerald

- **Business Purpose:** Administration/Operation
- **Description:** Mileage to campus for meetings

<table>
<thead>
<tr>
<th>Totals</th>
<th>View Printable Version</th>
<th>View Analytics</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee Expenses (1 Line)</td>
<td>2.68 USD</td>
<td>Non-Reimbursable Expenses</td>
<td>0.00 USD</td>
</tr>
<tr>
<td>Cash Advances Applied</td>
<td>0.00 USD</td>
<td>Prepaid Expenses</td>
<td>0.00 USD</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>Employee Credits</th>
<th>Supplier Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>0.00 USD</td>
<td>0.00 USD</td>
</tr>
</tbody>
</table>

- **Report:** 0000107180 Submission in Process
- **Created:** 02/02/2018 Erin Fitzgerald
- **Last Updated:** 02/02/2018 Erin Fitzgerald
- **Post State:** Not Applied

**Amount Due to Employee:** 2.68 USD  
**Amount Due to Supplier:** 0.00 USD

- I certify that the information provided above is true and correct, that there are no alcohol expenses in / with any travel meals, and I did not pay for nor seek reimbursement for this expense by any other method.
- I certify that any international airfare was purchased in compliance with the Fly America Act. Reimbursement of / payment for items requires them to become property of UVM.

- **Submit Expense Report**

**Actions:** Choose an Action  
- Expense Report Project Summary  
- Export to Excel

- **Return to Search**  
- **Notify**
### 9.2 Travel Authorization

**Modify Travel Authorization**

- **Erin Fitzgerald**
- **Business Purpose**: Administration/Operation
- **Description**: Europe, Grand Circle
- **US City/Country**: Chittenden County, VT
- **Begin Trip Date**: 06/30/2018
- **End Trip Date**: 08/30/2018

**Projected Expenses**

<table>
<thead>
<tr>
<th>Date</th>
<th>Expense Type</th>
<th>Description</th>
<th>Payment Type</th>
<th>Amount</th>
<th>Currency</th>
</tr>
</thead>
<tbody>
<tr>
<td>06/30/2018</td>
<td>Encumbrance-Foreign Trip</td>
<td>don't know when I'll be back again</td>
<td>Cash</td>
<td>100.00</td>
<td>USD</td>
</tr>
</tbody>
</table>

**Authorization ID**: 0000008613  
Status: Pending
9.2 Cash Advance

Modify Cash Advance

Erin Fitzgerald

*Business Purpose: Administration/Operation
*Advance Description: Europe, Grand Circle

Report: 0000005749 Pending
Travel Auth #: 8613

*Trip Begin Date: 06/30/2018
*Trip End Date: 08/30/2018

Cash Advance

<table>
<thead>
<tr>
<th>Source</th>
<th>Description</th>
<th>Amount</th>
<th>Currency</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cash From Cashiers Office</td>
<td>long vaca</td>
<td>100.00</td>
<td>USD</td>
</tr>
</tbody>
</table>

**Totals**

Advance Amount: 100.00 USD
# User Lockout for Requisition & Expenses

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
</table>
| Thursday, April 5 | Last day to submit expense reports  
                      Last day to enter/submit requisitions |
| Monday, April 9  | Last day for departmental approval of expense reports                 |
| Thursday, April 12 | Last day for Disbursement to complete expense reports and paycycle  
                       Last day for Purchasing Services to process Pos |
| Monday, April 16 | System reopens to all users for all functionality                     |
## Communications & Training Plan

### Information sessions
- Feb 21: BFAN meeting
- Mar 15: EDU sessions
- Mar 29: BFAN meeting
- Apr 4: ePro and T&E
- Apr 12: ePro
- Apr 18: T&E

### Trainings
- Apr 19: ePro
- Apr 24: T&E
- Apr 26: T&E approvers

### Open labs
- Apr 23: ePro
- Apr 27: T&E
- May 1: ePro
- May 3: ePro
QUESTIONS?