



Oracle PeopleSoft Enterprise Travel and Expenses 8.9 Fit/Gap Session Findings

UNIVERSITY SYSTEM OF GEORGIA

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1. Summary

The purpose of this document is to summarize the requirements for Travel and Expenses functionality and determine organizational and system impacts of an Implementation of PeopleSoft FMS 8.9. Fit gap sessions were held on November 27 - 29, 2006, with the following participants:

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Sharon Logan, OIIT
Sheila Sloan, OIIT
Karen Dykstra, OIIT
Debbie Lasher, USO
Karen Gardner, Kennesaw
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Rita Watts, Columbus

Abi Okunsanya, Skybridge Consulting
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Carla Asbell, Georgia College
Wanda Aldridge, Gainesville
Lori DeWulf, MCG
Jean Pearson, GA State

The Board of Regents of the University System of Georgia oversees 35 public universities and colleges within the state of Georgia. Each institution has its own PeopleSoft database. Users from one institution cannot access the databases for the other institutions. The University System Office (USO) also has its own database. Throughout this document the word “institution” is used to refer to the individual college, university, USO or respective database. The Office of Information and Instructional Technology (OIIT) maintains 34 Oracle PeopleSoft databases for these institutions. This document focuses on the fit of PeopleSoft 8.9 for the databases maintained by OIIT. All employee reimbursements will be processed out of the Travel and Expenses application.

In addition to impacts, risks and opportunities were identified along with required actions.

Identified gaps have been further defined in individual summary documents where necessary.

NOTE – The user experience (pages and navigation) has changed significantly from PeopleSoft 7.5 to PeopleSoft 8.9. From this perspective all system features and functions will impact training.

Business Process/ Feature Function	Impacts				Notes
	Business Process	Training	Change Mngt Communications	Config	
2. Installation Options				Yes	<p>Each institution will enable Commitment Control, Combo Edit, Workflow and other system wide processing for Expenses on the installations option page, some of which can be overridden at a lower hierarchy.</p> <p>Overage accounting will not be enabled for any institution. This feature is intended for Defense Contract customers who require amounts over the authorized values for each expense type be booked to a different account chartfield.</p> <p>Barcode Scanning of preprinted receipt envelopes and Receipt Imaging will not be enabled during the initial rollout of the Travel and Expenses application.</p> <p>Fit: USG has chosen to continue processing expense reimbursements through the Accounts Payable module with a default payment method of check. This is largely due to volume, existing setup, added flexibility and frequency of payments typically made within an average 2-3 days turnaround.</p> <p>USG has decided to implement expense approvals based on the finance department on the accounting distribution along with supplemental approvals for grant related transactions. The HR supervisor on the employee profile will not be enabled.</p>
3. Business Unit Structure				Yes	<p>Each institution (and their respective PeopleSoft database) has only one Expenses business unit defined. All activity is booked to this unit. The EX Business Unit will inherit default settings from the GL and AP business units.</p> <p>Business Unit row level security is not used since each institution's data is maintained in a separate database.</p> <p>USG has chosen not to implement the Payroll Gross Up tax payments feature for reimbursements such as relocation costs.</p> <p>USG has chosen not to implement monetary amount based approvals, nor the</p>

Business Process/ Feature Function	Impacts				Notes
	Business Process	Training	Change Mngt Communications	Config	
					<p>recording of mileage distance calculation for the fiscal year for each employee. The distance calculation is normally enabled when varied instead of standard mileage rates are utilized.</p> <p>Fit: The business unit structure is a fit with PS 8.9. The current AP model accounting entry template “Standard” will be used for each institution.</p> <p>Cash advances (although not encouraged) will be enabled for each institution without a maximum amount defined. The default days for cash advances to be used in the system are 90 days, which can be overridden by each institution.</p> <p>Employees will be allowed to update the non account chartfields on their expense reports such as department values. They will also have the ability to override allowable per diem and other authorized amounts with an explanation.</p>
4. Business Unit Option				Yes	<p>Each institution (and their respective Peoplesoft database) has only one Expenses business unit option defined. The default bank and payment methods are inherited from Accounts Payable.</p> <p>Fit: The default payment method is set as Check for all institutions, but can be overridden by the default payment method specified on the Employee profile.</p> <p>To be consistent with current practice across all applications, the current date will remain the default accounting date.</p> <p>Budget checking of Expense reports prior to approval will not be activated. However, USG has decided to implement best practice where budget checking is required prior to approval of travel authorizations. This will encourage the use of travel authorizations and allow funds to be encumbered prior to the actual recording of the expense. The encumbrance is reversed once an expense report has</p>

Business Process/ Feature Function	Impacts				Notes
	Business Process	Training	Change Mngt Communications	Config	
					been applied to a travel authorization request.
5. Accounting Entry Templates				Yes	<p>PeopleSoft generates additional accounting lines based on the Accounting Entry Template that you define and associate with Expense and AP Business Units. These additional accounting entry lines include the offset to Expenses Accrual (currently Accounts Payable control account), employee travel advance, and prepaid expenses (one account for General, Airfare, and Hotel). In PeopleSoft 8.9, all 32 template values are shared with AP/PO and must be populated with a valid value.</p> <p>Fit: USG will continue to use one model Accounting Entry Template for all institutions as they did in Version 7.5. However, the Accounting Issues Committee must decide template values for expenses accrual, employee travel advance and prepaid expenses.</p>
6. Business Purposes				Yes	<p>The business purpose is a required field on all expense transactions in 8.9. It's an informational field that describes the reason why expenses are incurred.</p> <p>Fit: USG will define different business purposes for justifying expense reimbursements. This will be maintained by the support team and can be modified via change requests.</p> <p>Opportunity: USG can take advantage of this feature to track and group how much money has been spent on items such as conferences, athletic events – coach visits, grant research, meetings, and training.</p>
7. Billing Codes				Yes	<p>Peoplesoft requires billing codes for identifying which expense transactions are billable and charged to Projects chartfields that are later invoiced by Billing, or internal and paid by an institution.</p> <p>Fit: USG will define one “Internal” billing code at this time to capture all</p>

Business Process/ Feature Function	Impacts				Notes
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					transactions paid by an institution.
8. Preferred Merchants				Yes	<p>Expenses 8.9 provides the functionality to track if employees are taking advantage of negotiated rates from company preferred merchants for travel related expenses such as air and car rentals. The merchants are tied to applicable expense types and can be easily defaulted onto an expense report.</p> <p>Fit: USG will define preferred merchants as state wide contract vendors for car rentals and airfares. Employees will be required to provide a reason when they do not use any of the predefined merchants.</p> <p>Opportunity: USG can take advantage of this feature in the future to enforce travel guideline standards for employee travel for other expenses such as lodging and other commercial transportation.</p>
9. Expense Types and Groups				Yes	<p>Expense types and groups lets you identify and classify valid business expenses that an employee incurs for travel and miscellaneous business purposes. Expense groups allow you to categorize the different expenses by account for tracking, accounting and reporting purposes.</p> <p>Fit: USG will define all the different expenses incurred by employees and categorize them by account when applicable. Different edits will be enabled for each expense to enforce travel guidelines are being met. For example, employees will be required to record the start and end times for meal reimbursements; as well as personal miles and odometer readings for mileage.</p> <p>Institutions will be allowed to update the accounts on each expense type as they currently use different accounts for recording employee and non employee travel. Guidelines have been defined by the accounting issues committee for travel account ranges and other miscellaneous expenses and are available on the Georgia</p>

Business Process/ Feature Function	Impacts				Notes
	Business Process	Training	Change Mngt Communications	Config	
					First website.
10. Cash Advance Sources				Yes	<p>Peoplesoft allows the recording of employee advances in Expenses with an option to generate payment to an employee or external vendor (e.g. credit card company). An advance source can be in the form of an adjustment entry (accounting distribution), credit card, travelers' check, EFT and check</p> <p>Fit: USG will define two cash advance sources, Check and EFT for generating payments to employees.</p> <p>Opportunity: Institutions can use this feature for recording other sources of cash advances such as petty cash, or travelers' checks for foreign travel, and corporate credit card vendors.</p>
11. Locations, Location Groups			Yes	Yes	<p>Locations are used for tracking where expenses have been incurred and can be made required on applicable expense types. Location groups allow the classification of locations for accounting and reporting purposes.</p> <p>Fit: USG will use airport codes as the data source for all non Georgia locations since they do not exceed the required 5 character PeopleSoft record length. Georgia locations plus all others not sourced from the airport codes will be manually defined. High cost locations within Georgia will be designated with a 5 digit code (e.g. GAXXX). Additionally, residences and home campuses/headquarters will be defined as originating locations.</p>
12. Location Amounts			Yes	Yes	<p>Location amounts are used to establish spending limits for travel and can be from a variety of data sources. Peoplesoft delivers interface tools for importing travel benchmark data of federal/foreign amounts (CONUS/OCONUS) and Runzheimer (an established international travel consulting firm).</p> <p>Fit: USG will download per diem location amounts from the GSA travel site as</p>

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					<p>mandated by travel guidelines (CONUS – US, OCONUS – NONUS). Other amounts such as the Georgia cities/counties will be internally calculated.</p> <p>USG determines eligibility for meal reimbursements based on departure and return times in accordance with state travel regulations. For example, employees who leave before 6:30AM for overnight travel will be eligible for Breakfast, Lunch and dinner on departure day. An expense type edit will be configured for all meal types in order to activate start and end times.</p> <p>Each location code will be mapped to a location amount in order to automate the calculation once an employee selects a location for an applicable expense time on his/her expense report. An explanation will be required anytime an employee exceeds the established spending limit for a particular location.</p> <p>Gap: Please see the section below on “Custom Location Amount Interface” for further details.</p>
13. Expense Type Wizard Mapping		Yes		Yes	<p>Peoplesoft delivers expense type wizard feature for itemizing hotel bill information and automating accounting distribution. Hotel expense types are mapped to an institutions expense type, which store the account coding information.</p> <p>Opportunity: USG can setup the hotel wizard expense type feature for use in expense reports. Employees can use the hotel wizard to itemize hotel charges and automatically default in accounting information.</p>
14. Expense Type Benchmark Mapping				Yes	<p>Peoplesoft provides expense type mapping for travel benchmark data.</p> <p>Fit: USG will map all internally defined per diem expense types to the Runzheimer detail breakdowns required by USG. The Runzheimer mapping and interface tools delivered by Peoplesoft will be used to load CONUS/OCONUS data. Although this may sound confusing, it will eliminate the need to customize</p>

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					the CONUS/OCONUS input and mapping files delivered by Peoplesoft. This is due to the fact that the USG per diem breakdown requirements is already available using the Runzheimer process.
15. Location Mapping			Yes	Yes	<p>PeopleSoft provides the location mapping feature for loading external data from different data sources, such as credit card and bench mark feeds. The mapping is available for country, state, city, county and postal.</p> <p>Fit: USG will map the airport location codes plus internally defined Georgia locations to CONUS and OCONUS locations using the Runzheimer mapping page. This needs to be done prior to running the interface for loading the per diem amounts. Additionally, country, state and city codes will be mapped for each location.</p>
16. Location Amount Interface			Yes	Yes	<p>PeopleSoft delivers an interface for loading benchmark data that provides spending limits by location for lodging, meals and federal/foreign per diem rates using application messaging technology. An inbound file rule must be defined prior to running the application engine process, which publishes Runzheimer and federal CONUS/OCONUS data and populates the location amount staging tables. An effective date and status criterion is available on each load. The system will default to the most current effective date.</p> <p>Gap: USG would like to download the CONUS/OCONUS files annually for loading into the Expenses application. However, it does not provide the breakdown of meals per the travel guidelines for breakfast, lunch and dinner. Thus a customization is required to the CONUS/OCONUS input files prior to processing using the delivered benchmark Runzheimer interface.</p> <p>A custom SQR will be developed for breaking down the meals using predefined percentages for breakfast, lunch and dinner after the \$3 Incidental allowance amount (for all out of state locations) has been deducted . Then the file will be</p>

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					reformatted to the Runzheimer flat file format prior to loading.
17. Reimbursement Action Codes				Yes	<p>Reimbursement action codes are used for communicating the various reasons why an expense transaction is denied or sent back for revision. The codes clearly identify an institution's travel policies.</p> <p>Fit: USG will use this feature as a communication for expense reimbursement denials and revisions. This is a value added customer service and should reduce the volume of questions.</p>
18. Templates		Yes	Yes	Yes	<p>Templates provide a timesaving and error reducing feature for entering travel and expense related transactions. Standard travel authorization and expense report templates can be defined for all users and made public, or for certain users.</p> <p>Fit: USG will design templates using the current travel form as a basis to capture required information. The templates once defined can be added to each employee profile under user defaults. This will be the default mode of entry for the employee each time a new expense reimbursement request is submitted online.</p>
19. Payment Types				Yes	<p>Payment types are required and provide information to show how an employee paid for an expense.</p> <p>Fit: USG will setup different payment types such as check, amex, visa, master card, discover, cash, prepaid and NA for non applicable expenses such as mileage.</p>
20. Distance Rates				Yes	<p>Distance rates are standard or varied and are used for calculating automobile mileage rates based on total miles or kilometers driven per country. A distance rate is tied to an expense type.</p> <p>Fit: USG will define standard mileage rates for three different types: personal car, motorcycle and aircraft. Three standard rates will be setup for personal car</p>

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					<p>mileage reimbursement. Personal car mileage reimbursement is dependent on if there is a government owned (institution-owned or DOAS motor pool) available, or an institution/government owned car has been assigned to an employee.</p> <p>Distance rates will be used in conjunction with mileage expense types with an automobile assigned edit.</p>
21. Employee Profiles	Yes	Yes	Yes	Yes	<p>USG will perform a full sync load of all Employee data from the Human Resource System (HRMS) as part of the initial rollout of Expenses using publish and subscribe messaging technology available in 8.9. After the initial load, only new employee Adds will be sent over from HRMS.</p> <p>Fit: USG will maintain all changes to existing Employee profiles loaded from HRMS in Expenses. None of the changes will be sent back to HR via messaging. Employee bank account data that is currently maintained in the Payables application will be cleaned up prior to updating the bank account data under each Employee profile. Employee vendors that are setup in AP can be inactivated once the data is validated in Expenses.</p> <p>HR could provide Employee updates periodically via queries that need to be reflected in Expenses. The query will capture modifications to personal and banking information such as bank, home address, name, and status.</p> <p>Opportunity: USG can take advantage of the Employee bank data component provided for loading organizational data changes, as well as for loading the pay to bank information that has been extracted and cleaned up in AP.</p>
22. Approval and Audit	Yes	Yes	Yes	Yes	<p>Expenses 8.9 delivers preconfigured rules that institutions can implement without customization. The approval and workflow functionality has been restructured in 8.9 and is delivered with seven roles. It integrates the approval configuration and associated transactions with a routing engine that handles workflow and</p>

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Rules					<p>notifications. New pages and navigation have been built to simplify and centralize approval configuration and transaction processing.</p> <p>Fit: USG will implement approvals with workflow enabled for the following roles: Department Manager (2 levels including business manager), Supplemental Grants/ProjID approver and Prepayment auditor (AP receipt verification role). All approval actions will be managed via workflow worklists that link to the EX approval pages for consistency across all applications.</p> <p>Privilege templates will be defined for each approver and transaction type with full access given to modify or add transactions lines. Any newly added line by an approver is automatically approved. Subsequent approvers will not have access to deny or modify the information until the approval cycle is complete.</p> <p>All managers setup with department manager profiles will perform first line approval. Approval is required from all approvers assigned to this role under normal routing circumstances.</p> <p>If any transaction line(s) is/are charged to a Grant/ProjID, it will be routed to the grant manager/managers for approval. Refinement templates will be used to filter transactions that are routed for Grant approval. Similar to department approval, all userids assigned to this role must approve the transaction.</p> <p>Last of all, transactions will be routed to all AP personnel assigned to the prepayment auditor profile for approval. The first person that approves the transaction is the owner. Their approval/denial action should remove the transaction from other approvers' queues/worklists. The AP prepayment auditor role will be responsible for posting the accounting entries individually or via batch mode upon approval. They will also be responsible for manually verifying the receipts outside the system and checking it off on each expense transaction using</p>

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					<p>default receipt verification rules.</p> <p>If no one has approved any of the transactions within 3 days, the system will automatically reroute to the designated support sub team member.</p> <p>Opportunity: An analysis is underway to see if ePro and Expense can utilize the same approval rules to minimize security and approval rule maintenance.</p> <p>The implementation of email notifications for notifying employees of travel advance, expense report payments and denials is under evaluation.</p>
23. Approval Reassignment	Yes	Yes	Yes	Yes	<p>Approval work can be manually reassigned to another manager or AP personnel responsible for verifying receipts. The system will not allow you to reassign the work to the same user id that is originating the request. It also takes into account alternate approval ids assigned to the target approver.</p> <p>Fit: USG will use this functionality on an adhoc basis to reroute transactions to an alternate approver.</p>
24. Receipt Imaging					<p>USG has chosen to continue to manually verify receipts outside the PeopleSoft application, which will be attached to the travel advance, travel authorization and expense report printed out of the Expense application.</p> <p>Opportunity: USG can take advantage of the Receipt Imaging functionality that peoplesoft provides in the future. This will be a high value added functionality as it will allow all areas of the expense reimbursement process to be automated and audited online, removing the manual paperwork currently in place. The entire expense history from entry to approval, receipt verification and payment will be available electronically.</p>

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25. Commitment Control	Yes	Yes	Yes		<p>PeopleSoft 8.9 has enabled commitment control for Expense transactions. This feature will be enabled for each institution under the Products Installation Options.</p> <p>USG has defined the budget date to equate to the current date.</p> <p>No travel authorizations will be rolled over to a new fiscal year.</p> <p>Fit: Travel authorizations, expense reports, and journal expense reports will be eligible for budget checking based on several factors that are delivered out of 8.9:</p> <ul style="list-style-type: none"> • USG has chosen to budget check prior to approval for travel authorizations, and after approval for expense reports • Transactions that were previously checked but have been cancelled, denied, or sent back to the originator for revision • Expense payments that have been cancelled and voided (not to be reissued) • Transactions where amounts or accounting distributions have been changed since they were initially budget checked <p>Budget checking can be performed online, or via a batch job set to run daily. This is normally performed by the AP/accounting person from each institution. Budget checking will be rerun whenever changes are made to the accounting distribution, including the deletion and adding of new lines.</p> <p>Certain administrator roles will be given access to override budget checking errors.</p> <p>Only transactions that have passed budget checking will be posted.</p>

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26. Travel Authorizations	Yes	Yes	Yes		<p>Travel authorizations enable employees to obtain pre-trip approvals prior to travel. The travel accounts can be encumbered and reversed once an expense is incurred.</p> <p>Fit: USG will promote this functionality as best practice for trip approvals prior to travel. Budget checking will be required on all travel authorizations prior to approval. There will be standing authorizations for employees that travel frequently. Unused travel authorizations will not be rolled over to the next budget year.</p>
27. Cash Advances	Yes	Yes	Yes		<p>Cash advances can be setup to generate a payment to the employee, external vendor, or as an accounting distribution adjustment. Advances can be applied to one or several expense reports and vice versa.</p> <p>Fit: USG will utilize cash advances minimally for employees that do not have a personal credit card.</p> <p>Opportunity: USG can take advantage of the cash advance reconciliation feature for unused amounts. The functionality allows you to record the check and amount received from the employee prior to reconciliation. You do not have to tie the advance to an expense report, especially when the employee did not take the intended trip.</p>
28. Expense Reports	Yes	Yes	Yes		<p>Expenses provide various ways for entering an expense report using several features. Users can manually enter transaction lines or import Credit card data from Amex, Visa, Diner, US Bank, and MasterCard previously downloaded using the “My Wallet” feature. Additionally, users can copy expense lines from a template, travel authorization or existing report. Cash advances can also be applied to expense reports.</p> <p>Release 8.9 has further simplified the entry pages to make it more efficient for navigation, input and to identify errors. Alert icons have been created for easily</p>

Business Process/ Feature Function	Impacts				Notes
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					<p>identifying errors with transaction lines such as budget checking, and missing required information.</p> <p>Fit: USG will enter expense lines manually, and from other data sources such as a template, existing report and travel authorization. Cash advances will also be applied when applicable. Expense reimbursements once submitted will be routed for approval first by the department managers, grant manager (depending on grant/projid) and AP prepayment auditor. Reports will be budget checked during the approval process and prior to posting.</p> <p>Each expense report provides history of each action taken by the employee and approver. It also displays the status of the report whether it's been posted, closed, paid and so forth. This has been identified as a great customer service feature for USG.</p> <p>Opportunity: USG can implement corporate card feeds at a later stage in order to take advantage of the automated "My Wallet" feature delivered by PeopleSoft. PeopleSoft delivers interfaces from the following credit card vendors: Amex, Visa, Master Card, Diner and US Bank.</p> <p>Employees will be able to take advantage of delivered features such as splitting receipts against several expense types (e.g. dinner receipt with an unreimbursable portion marked as personal). Hotel bills can be itemized using the "Wizard Expense Type" for a breakdown of detail charges such as room, phone, internet, laundry, parking and food charges.</p>
29. Prepaid Expenses	Yes	Yes	Yes		<p>Peoplesoft provides the functionality to apply expense reimbursements against prepaid expenses such as hotel, airfare and others. The prepaids are entered in the AP application and the balances are credited when employees apply expense reimbursements in the Travel and Expense applications.</p>

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					<p>USG currently records prepaids using the Payables application as well as the General Ledger. A few institutions record prepaids in AP, which are entered against the employee vendor using the alternate payment name option to cut the check to the third party vendor. Other institutions use the General Ledger to clear prepaids made from procurement cards as journal entries.</p> <p>Fit: USG has indicated in their Fit-Gap sessions that they would like to use this functionality, provided that they enter the prepaid travel transactions to the third party vendors in the Payables application. Employees can then apply expense reimbursements directly against the prepaid account balance in the travel and expense module. The prepaid account balance will be credited in Expenses upon posting and journal generated to the General Ledger.</p>
30. Staging Payments	Yes	Yes			<p>Expense payments have to be staged prior to payment processing out of the Accounts payable module once they've been budget checked and passed all applicable approvals. Peoplesoft allows staged items that have not been selected by the AP paycycle to be placed on hold or unstaged in order to correct banking information.</p> <p>Fit: USG will stage employee expense payments (advances and expense reports) to AP based on each institutions pay frequency requirements.</p> <p>Opportunity: Staged payments can be placed on hold in Expenses until further notification, prior to payment selection in AP.</p>
31. Payment Selection in AP	Yes	Yes		Yes	<p>The AP payment selection process selects all cash advances and expense reports that have been staged for payment in Expenses. Peoplesoft delivers one central processing area for processing all expense related transactions. Institutions have the ability to unstage payments and place certain staged payments on hold.</p> <p>Fit: USG's paycycle selection process is the same from Version 7.5 except for the</p>

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					transaction sources, which are provided for cash advances (EXAD) and expense reports (EXPN). A new paycycle will be setup specifically for expense reimbursements rather than using vendor pay groups. However, AP checks (see below) may be changed. Each institution will continue to use their holiday calendar. All institutions will choose to “Select prior” for the holiday date.
32. Payment Creation in AP	Yes	Yes	Yes	Yes	<p>Using the AP paycycle process, you can pay Employees in a variety of ways: via EFT, ACH, or System Check. You set the default payment method at the Expense business unit options but can override the method at the Employee bank account profile. When payments are created, various files are created, including a check file in Crystal Report format, and various EFT reports based on the layouts that banks provide.</p> <p>Each USG institution has a different process for payments, some reimburse by EFT and others by check. All use different check formats. Some use a “pressure sealed” check. Therefore, the requirements for check printing are very complex. In version 7.5, USG decided to use a customized SQR to print their checks. As well, a few schools are using third party check printing using the same customized SQR.</p> <p>Gap: USG’s SQR and heavy customization process for printing checks may be applied to the current version of PeopleSoft. However, significant changes are required as the tables and process has changed. As well, the current SQR process does not allow users to upgrade their printers, leading to significantly higher maintenance costs.</p> <p>Opportunity: PeopleSoft offers Crystal Check printing. The Crystal Check program is very robust and allows the customization of checks according to each institution’s individual needs. A significant amount of functional and technical work will need to move from the SQR to the delivered process. USG will investigate and compare the SQR customizations with the delivered Crystal Reports and make a decision. As well, the few schools using third party check</p>

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					printing can either use the existing Crystal Report or a pre-existing EFT format to build their files that will print their checks.
33. Journal Expense	Yes	Yes	Yes		<p>The journal expense feature allows accounting entries to be corrected within Expenses after approval, payment and entries have been journal generated to the General Ledger. The zero balance corrected entries will have to pass budget checking before posting.</p> <p>Fit: USG will replace the current practice of using adjustment vouchers in AP with this feature. Accounting entries will be corrected and budget checked in Expenses. This will ensure Expenses reconciles with the General Ledger.</p>
34. Journal Generator	Yes	Yes	Yes	Yes	<p>Expense entries are journal generated to the General ledger based on the accounting entry and journal template definitions. Transactions can be summarized for certain accounts and detail can be retained on the expense accounts, identifying the EMPLID that is associated with the reimbursement.</p> <p>Fit: USG will define a standard accounting entry definition and journal templates for each institution. Accounting entries will be brought over to GL in detail. Applicable expense entries will bring forward the EMPLID associated with each line. This is still under analysis depending on requirements for the Continuous Audit Report. A nightly job will be setup to run for Expenses.</p>
35. Inquiries		Yes			<p>PeopleSoft delivers several inquiry pages for reviewing travel advances, authorizations and expense reports. It provides a history of the expense transaction showing all actions performed (e.g. approval status, report status) as well as submitter and approver names. One can drill down on the journal/ accounting entries for accruals, closures, cancellations and payments.</p> <p>Fit: USG will use the delivered inquiry pages as a customer service feature for tracking expense reimbursement history for their institutions, employees, and</p>

Business Process/ Feature Function	Impacts				Notes
	Business Process	Training	Change Mngt Communications	Config	
					departments.
36. Queries		Yes			The Travel and Expense module is new for USG institutions. As such, new basic queries will be developed to capture the status, submission and approval actions performed on all reimbursements. A standard query of the accounting entry table will be built to identify all posted entries and to monitor the distribution status to the General Ledger.
37. Customized Delivered Reports	Yes	Yes	Yes		<p>Gap: USG has requested the modification of three delivered crystal reports: Expense Reports (EXC4500), Cash Advances (EXC5500) and Travel Authorizations (EXC8500) to include the following:</p> <ul style="list-style-type: none"> • Employee address • Accounting distribution • Approval Information – Approval date, action (e.g. Reassigned), and status • Crystal report warning against falsified information punishable by fine/imprisonment based on what is on the current travel form
38. Security	Yes	Yes	Yes	Yes	<p>PeopleSoft allows users to designate others to enter expense reports on their behalf. Security access to approval pages and reassignment of approval work will be given to specific roles. Each user that enters, approves or audits expense transactions will have to have an employee id assigned to his/her security user profile.</p> <p>Fit: USG will use this feature to delegate expense entry for certain users that will be entering travel reimbursements on behalf of others. For example, certain administrative assistants will enter reimbursements for their Vice Presidents and other employees.</p> <p>USG will need to leverage the current AP security classes and identify new roles</p>

Business Process/ Feature Function	Impacts				Notes
	Business Process	Training	Change Mngt Communications	Config	
					<p>for each Expense user, and approver profile (department managers, grant managers and AP personnel responsible for verifying receipts). A support role will need to be defined for the team members that are responsible for cleaning up transactions that have not been properly routed, or are stuck in the approval process. To assist, PeopleSoft delivers Expense roles that can be customized to suit USG's requirements.</p> <p>USG will update all applicable security profiles with Emplid information.</p>
39. Self Service		Yes	Yes		<p>PeopleSoft provides a great customer service feature that allows limited access outside of the regular application security for employers and managers to perform specific travel and expense actions. The self service tool provides secure and quick access for employees on the road, or outside the intranet to enter their reimbursement requests. Managers can also perform their approval/revision/denial actions from the self service pages.</p> <p>Fit: USG intends to roll out the self service feature for Travel and Expenses. The technical team has been tasked with configuring this portal outside of the internal travel and expense administration. They will make a recommendation as to whether this can be accomplished at the time of the Expenses implementation.</p>

40. Current USG PeopleSoft 7.5 Customizations

The following section lists the documented EX customizations from OIIT. The “Fit/Gap Note” provides comments on the customization regarding its relevance to the upgrade.

Customizations to Retrofit in Version 8.9

- Customization to existing Continuous Audit Reports to pull employee expense data out of Expenses or only General Ledger. The requirements are yet to be analyzed.
- Please refer to the AP fit gap documentation for details on payment form customizations that will be also be utilized by Expenses.

Customizations Dropped to Version 8.9

- If the decision is made to move to Crystal Check functionality, SQR check printing (BORIF030.sqr) as well as various Pay Cycle changes to accommodate the customized SQR Check Printing process will be dropped.

41. Proposed USG PeopleSoft 8.9 Customizations

- USG would like to download the CONUS/OCNUS files annually for loading into the Expenses application. However, it does not provide the breakdown of meals per the travel guidelines for breakfast, lunch and dinner combinations. This will require a customization to the mapping tables, input files (meal percentage splits), as well as the Peoplesoft flat file and loading process.
 - A custom SQR will be developed for breaking down the meals using predefined percentages for breakfast, lunch and dinner after the \$3 Incidental allowance amount (for all out of state locations) has been deducted. Then the CONUS and OCONUS data files will be reformatted to the Runzheimer flat file format prior to loading.
- Modification of three delivered crystal reports, Expense Report (EXC4500), Cash Advance (EXC5500) and Travel Authorization (EXC8500) to include the following:
 - Employee address
 - Accounting distribution
 - Approval Information – Approval date, action (e.g. Reassigned), and status
 - Crystal report warning against falsified information punishable by fine/imprisonment based on what is on the current travel form
- Possible customization to streamline approval setup and maintenance for ePro and Expenses.
- Customization to Crystal Checks for each institution and bank combination (if the decision is made to use Crystal Checks). Please refer to the AP fit/gap documentation for additional information on this topic.

42. Expenses Delivered Reports

Report ID	Description	Navigation	Run Control Page
EXC2500	Lists employee personal, organizational, and job data by department	Travel and Expenses, Manage Employee Information, Employee Data by Department	RUN_EXC2500
EXC2501	Lists employee personal, organizational, and job data by business unit.	Travel and Expenses, Manage Employee Information, Employee Data by Unit Report	RUN_EXC2501
EXC2510	Lists Business Purposes defined in Expenses.	Set Up Financials/Supply Chain, Product Related, Expenses, Reports, Business Purpose	RUN_EXC2510
EXC2521	Lists the Expense Type Groups defined in Expenses.	Set Up Financials/Supply Chain, Product Related, Expenses, Reports, Expense Type Group	RUN_EXC2521
EXC2522	Lists Expense Types defined in Expenses.	Set Up Financials/Supply Chain, Product Related, Expenses, Reports, Expense Type	RUN_EXC2522
EXC2525	Lists Preferred Merchants defined in Expenses.	Set Up Financials/Supply Chain, Product Related, Expenses, Reports, Preferred Merchant	RUN_EXC2525
EXC2529	Lists Expense Location Amounts defined in Expenses.	Set Up Financials/Supply Chain, Product Related, Expenses, Reports, Expense Location Amount	RUN_EXC2529
EXC2530	Lists Expense Locations defined in Expenses.	Set Up Financials/Supply Chain, Product Related, Expenses, Reports, Expense Location	RUN_EXC2530
EXC2540	Lists Reimbursement Actions defined in Expenses.	Set Up Financials/Supply Chain, Product Related, Expenses, Reports, Reimbursement Action Code	RUN_EXC2540
EXC2561	Lists Payment Types defined in Expenses.	Set Up Financials/Supply Chain, Product Related, Expenses, Reports, Payment Type	RUN_EXC2561
EXC2570	Lists Standard Distance Rates defined in Expenses.	Set Up Financials/Supply Chain, Product Related, Expenses, Reports, Standard Distance Rates	RUN_EXC2570

Report ID	Description	Navigation	Run Control Page
EXC2581	Lists Cash Advance Sources defined in Expenses.	Set Up Financials/Supply Chain, Product Related, Expenses, Reports, Cash Advance Source	RUN_EXC2581
EXC2596	Lists Templates defined in Expenses.	Set Up Financials/Supply Chain, Product Related, Expenses, Reports, Template	RUN_EXC2596
EXC2597	Lists Wizard Types defined in Expenses.	Set Up Financials/Supply Chain, Product Related, Expenses, Reports, Wizard Type	RUN_EXC2597
EXC3500	Lists transaction balancing with general ledger entries.	Travel and Expenses, Manage Accounting, Print Reports, GL Balancing Report	RUN_EXC3500
EXC4500	Prints a standard expense report. USG will customize this report.	Travel and Expenses, Travel and Expense Center, Expense Report, Print	RUN_EXC4500
EXC4600	Lists all expense transactions billed to a specific department.	Set Up Travel and Expenses, Manage Accounting, Print Reports, Expense Transactions by Dept	RUN_EXC4600
EXC4601	Lists all expense transactions billed to a specific business unit.	Travel and Expenses, Manage Accounting, Print Reports, Expense Transactions By Unit	RUN_EXC4601
EXC5500	Prints a standard cash advance request. USG will customize this report.	Travel and Expenses, Travel and Expense Center, Cash Advance, Print Cash Advances	RUN_EXC5500
EXC5600	Lists all cash advances billed to a specific department.	Travel and Expenses, Manage Accounting, Print Reports, Cash Advances by Department	RUN_EXC5600
EXC5601	Lists all cash advances billed to a specific business unit.	Travel and Expenses, Manage Accounting, Print Reports, Cash Advances by Unit	RUN_EXC5601
EXC5700	Lists all outstanding cash advances for a department and how long they have been outstanding.	Travel and Expenses, Manage Accounting, Print Reports, Cash Advance Aging by Dept	RUN_EXC5700
EXC5701	Lists all outstanding cash advances for a business unit and how long they have been outstanding.	Travel and Expenses, Manage Accounting, Print Reports, Cash Advance Aging by Unit	RUN_EXC5701
EXC8500	Lists travel authorizations that are in the expense system. USG will customize this report.	Travel and Expenses, Travel and Expense Center, Travel Authorization, Print Travel Authorization	RUN_EXC8500

43. Excluded from discussions

The following features/functions were not included in discussions. These features are not relevant:

Feature/Function	Description
Mobile Time and Expenses	<p>Peoplesoft delivers an offline visual basic tool for recording time and expenses via a laptop or PDA device. The offline transactions are then synced to the travel and expense web application using component interfaces and mobile agent technology.</p> <p>USG will not be implementing this feature.</p>
Time Reporting Codes	<p>Peoplesoft delivers personal/third party time reporting codes functionality for integration with Time and Labor where you record time spent on various projects.</p> <p>USG will not be integrating with Time and Labor.</p>
Local Tax Table	<p>Local tax tables enable employees to enter time reports that indicate different tax localities than are normally used. These are integrated with Time and Labor, which passes them on to the Payroll system to calculate applicable taxes.</p> <p>USG will not be integrating with Time and Labor.</p>
Earnings Code	<p>Earning codes are defined to differentiate expense reimbursements from regular payroll disbursements.</p> <p>USG will not be paying expenses out of payroll. Accounts Payable has been identified as the preferred payment source.</p>
Transportation Types	<p>PeopleSoft allows you to setup different modes of transportation used by your employees. These are typically used in conjunction with varied distance rates.</p> <p>USG will not require the use of transportation types.</p>
Airline Ticket Data	<p>Expenses delivers technology for loading external airline data from different vendors via app messaging. Airline tickets can then be reconciled once an employee enters an expense report for this expense type.</p> <p>USG will not require this functionality. Employees will submit a boarding pass/receipt as part of the documentation for airfare.</p>
Corporate Card Vendors, Mapping and Interfaces	<p>Peoplesoft delivers the architecture for importing credit card feeds from the following vendors: Amex, Visa, MasterCard, Diner Club, and US Bank.</p> <p>USG will not implement corporate card functionality in the initial rollout. This has been listed as an opportunity under the expense report section.</p>
Expense Roles and Exceptions	<p>Peoplesoft delivers expense roles for employees for controlling whether they can view and edit accounting distribution information on transactions. Expense exceptions can be setup for certain employees to allow reimbursement over authorized limits without requiring exception comments. This feature can also be used to enforce spending limits for specific employees.</p>

	USG currently does not require this functionality but is available for future use.
Per Diem Ranges and Amounts	<p>Per Diem ranges can be setup as hourly or daily depending on the country's federally defined amounts for meals and lodging. PeopleSoft provides up to four ranges for establishing varying reimbursable amounts depending on the duration of travel, which can be based on hourly/daily ranges. Ranges are tied to each applicable expense type.</p> <p>USG will not be implementing this functionality. Location amounts will be implemented since reimbursement is based on departure and return times.</p>
Envelope Barcode Scanning	<p>Peoplesoft delivers a feature for scanning bar coded receipt envelopes for validating receipts received in the system.</p> <p>USG will probably implement receipt imaging in the future, instead of barcode scanning functionality.</p>
Value Added Tax (VAT)	<p>The Value Added Tax functionality is not enabled for USG institutions.</p>
Archiving	<p>The archiving functionality is provided for clients that are not new to Expenses and have a large volume of transactions that need to be archived. Peoplesoft provides archiving of cash advance, travel authorization and expense report transactions and approvals to history tables. These tables will be available for inquiry when needed.</p> <p>Archiving is not currently a requirement for USG institutions.</p>

44. Impact Summary

The impacts listed here are a summary of the impacts identified in the “business process - feature function” section above.

New and Changing Business Processes	
Ref #	Description
Employee Profiles	Initially, USG will perform a full sync load of all Employee data from the Human Resource System (HRMS) to Expenses using publish/subscribe messaging technology available in 8.9. Only new Adds will be sent over from HRMS. After the initial load, Finance will manually maintain existing profiles using queries that can be provided by HR.
Approval and Audit Rules	Online approval and AP audit is a new business process. An approval model with 3 levels will be defined for each institution. First level of approval by department managers; Second optional approval by grant managers if distribution is charged to a grant/projid; 3 rd level is performed by the AP team prior to payment. They will be responsible for posting the entries as well.
Approval Reassignment	USG will use this new functionality on an adhoc basis to reroute transactions to an alternate approver.
Travel Authorizations	The employee travel authorization process replaces the current requisition/purchase order process in place for pre-trip approvals.
Cash Advances	All employee cash advance requests will be processed out of Expenses. The payments will be generated out of the AP system (both CHK and EFT payment methods).
Expense Reports	All employee travel reimbursements will be processed out of Expenses.
Prepaid Expenses	Prepaid travel expenses entered in AP are now integrated with Expense reimbursements. Employees apply expense reports against the prepaid travel account debited in AP. This reduces the prepaid account instead of generating a payment. This will replace some current business process for recording prepaid travel in AP and the General Ledger.
Staging Payments	All employee expense payments (advances and expense reports) will need to be staged to AP staging tables prior to running the AP pay cycle process.
Payment Selection in AP	The AP payment selection process selects all cash advances and expense reports that have been staged for payment in Expenses.
Payments Creation in AP	USG is considering scrapping the heavily customized SQR process to create payments in favor of Crystal Checks. This will require the installation of Crystal on payment workstations, as well as a significant change to the way checks, EFTs, and ACHs are created. These changes will affect Expense and Payables payments.
Journal Expense	The current adjustment voucher AP business process will be replaced by the journal expense feature in Expenses. All accounting distribution adjustments after payment and journal generation to GL will be budget checked in Expenses.

New and Changing Business Processes	
Ref #	Description
Journal Generator	The journal generator batch job will have to be updated to push new Expense accounting entries to the General Ledger.
Commitment Control	This is new in Version 8.9. Data structures for query and review and managing exceptions have completely changed. All expense transactions, except payments and cash advances are subject to budget checking.
Customized Delivered Reports	USG is modifying 3 delivered reports: Cash advances, travel authorizations and expense reports. This will provide an audit trail of the accounting distribution, post/payment status and approval actions taken on each transaction.
Security	Security maintenance will be required for approver changes and delegating users for entering expense reports. Each user profile that enters an expense report will require an emplid.

The user experience (pages and navigation) has changed significantly from PeopleSoft 7.5 to PeopleSoft 8.9. From this perspective all system features and functions will impact training. The impacts identified here reflect requirements that go beyond navigation changes.

Training Impacts	
Ref #	Description
Expense Type Wizard Mapping	Brand new application Implementation and process.
Templates	Brand new application Implementation and process.
Employee Profiles	Brand new application Implementation and process. Employees can be allowed view only access or limited access for updating user defaults and bank account information.
Approval and Audit Rules	Brand new application Implementation and process. Super user training for approvers and support team.
Approval Reassignment	Brand new application Implementation. Super user training for approvers and support team.
Travel Authorizations	Brand new application Implementation and change in current process.
Cash Advances	Brand new application Implementation and change in current process.
Expense Reports	Brand new application Implementation and change in current process.
Prepaid Expenses	Brand new application Implementation and change in current process.
Staging Payments	Brand new application Implementation and change in current process.
Payment Selection in AP	Slight change in current process. Different payment sources.

Training Impacts	
Ref #	Description
Payments Creation in AP	If USG decides to use the delivered functionality for Crystal Checks and other forms of payments, training will be required for the new business process.
Journal Expense	New business process.
Journal Generator	Slight change in business process to include Expense accounting entries.
Inquiries	New application and business process.
Queries	New application and business process.
Customized Delivered Reports	New application and business process.
Security	New business process and maintenance support.
Self Service	New access feature specifically for entering and approving expenses outside of normal Travel and Expense security.
Commitment Control	New feature. New process for query and review of exceptions has completely changed.

Change Management and Communications Impacts	
Reference	Description
Locations, Location Groups	New annual maintenance and support item.
Location Amounts	New online feature.
Location Mapping	New annual maintenance and support item.
Location Amount Interface	New annual maintenance and support item.
Templates	New feature for easy expense entry. Will help reduce errors and capture required items.
Employee Profiles	New business process.
Approval Reassignment	New business process.
Travel Authorizations	New business process integrated with AP and Expenses
Cash Advances	New business process.
Expense Reports	New business process.
Prepaid Expenses	New business process.
Payment Selection in AP	Slight change in business process.
Payments Creation in AP	The possible switch to the delivered process or the retrofit of the customized SQR process involves significant change.
Journal Expense	New business process
Customized Delivered Reports	New business process
Security	New business process
Self Service	New business process
Commitment Control	Commitment Control has changed substantially from Version 7.5.

Current Configuration Changes	
Reference	Description
Accounting Entry Templates	One model of the accounting entry template will be rolled out to all institutions. All account types including ones that will not be used will be completely filled out. The accounting issues committee will need to define a dummy account for unused features and will need to assign numbers for new functionality. Certain accounts are provided specifically for expense processing such as expense accrual, employee travel advance, and prepaid expenses (one account will be used for general, airfare and Hotel).
Payment Selection in AP Payments Creation in AP	Since the business process for creating Payments might change, configuration settings will need to change based on the customizations required.

***Note:** Since Expenses is a brand new application. This fit/gap doc is written to capture all the configuration items in the main document. Configuration templates will be created to capture the detail values for configuring the system as part of the Design phase.*

45. Gaps

Reference	Description
Location Amount Interface	<p>USG would like to download the CONUS/OCONUS files annually for loading into the Expenses application. However, it does not provide the breakdown of meals per the travel guidelines for breakfast, lunch and dinner. Thus a customization is required to the CONUS/OCONUS input files prior to processing using the delivered benchmark Runzheimer interface.</p> <p>A custom SQR will be developed for breaking down the meals using predefined percentages for breakfast, lunch and dinner after the \$3 Incidental allowance amount (for all out of state locations) has been deducted. Then the file will be reformatted to the Runzheimer flat file format prior to loading.</p>
Customized Delivered Reports	<p>Modification of three delivered crystal reports, Expense Report (EXC4500), Cash Advance (EXC5500) and Travel Authorization (EXC8500) to include the following:</p> <ul style="list-style-type: none"> • Employee address • Accounting distribution • Approval Information – Approval date, action (e.g. Reassigned), and status <p>Crystal report warning against falsified information punishable by fine/imprisonment based on what is on the current travel form</p>
Proposed USG PeopleSoft 8.9 Customizations	Possible customization to streamline approval setup and maintenance for ePro and Expenses. Fit/Gap participants had requested to centralize approval maintenance used by ePro and Expenses to reduce support efforts.

46. Future Considerations/Opportunities

Identified future considerations and opportunities are not recommendations. These are identified here so USG is aware of the options and features that exist within PeopleSoft 8.9. The opportunities may or may not be applicable to USG. Each of these were discussed during the fit/gap sessions.

Reference	Opportunity / Future Consideration
Business Purposes	USG can take advantage of this feature to track and group how much money has been spent on items such as conferences, athletic events, coach visits, grant research, meetings, and training.
Preferred Merchants	USG can take advantage of this feature in the future to enforce travel guideline standards for employee travel for other expenses such as lodging and other commercial transportation.
Cash Advance Sources	Institutions can use this feature for recording other sources of cash advances such as petty cash, or travelers' checks for foreign travel, and corporate credit card vendors.
Expense Type Wizard Mapping	USG can setup the hotel wizard expense type feature for use in expense reports. Employees can use the hotel wizard to itemize hotel charges and automatically default in accounting information.
Employee Profiles	USG can take advantage of the Employee bank data component provided for loading organizational data changes, as well as for loading the pay to bank information that has been extracted and cleaned up in AP.
Receipt Imaging	USG can take advantage of the Receipt Imaging functionality that peoplesoft provides in the future. This will be a high value added functionality as it will allow all areas of the expense reimbursement process to be automated and audited online, removing the manual paperwork currently in place. The entire expense history from entry to approval, receipt verification and payment will be available electronically.
Approval and Audit Rules	<p>An analysis is underway to see if ePro and Expenses can utilize the same approval rules to minimize security and approval rule maintenance.</p> <p>The implementation of email notifications for notifying employees of travel advance, expense report payments and denials is under evaluation. However this involves mail server configurations, which would be difficult to implement with several email systems being used at USG.</p>
Cash Advances	USG can take advantage of the cash advance reconciliation feature for unused amounts. The functionality allows you to record the check and amount received from the employee prior to reconciliation. You do not have to tie the advance to an expense report, especially when the employee did not take the intended trip.
Expense Reports	<p>USG can implement corporate card feeds at a later stage in order to take advantage for the automated "My Wallet" feature delivered by PeopleSoft. PeopleSoft delivers interfaces from the following credit card vendors: Amex, Visa, Master Card, Diner and US Bank.</p> <p>Employees would be able to take advantage of delivered features such as splitting receipts against several expense types (e.g. dinner receipt with an unreimbursable portion marked as personal). Hotel bills can be itemized using the "Wizard Expense Type" for a breakdown of detail charges such as room, phone, internet, laundry, parking and food charges.</p>
Staging Payments	Staged expense report payments can be placed on hold until further notification prior to payment selection in AP.

Reference	Opportunity / Future Consideration
Payments via AP	<p>PeopleSoft offers Crystal Check printing. The Crystal Check program is very robust and allows the customization of checks according to each institution's individual needs. A significant amount of functional and technical work will need to move from the SQR to the delivered process. USG will investigate and compare the SQR customizations with the delivered Crystal Reports and make a decision. As well, the few schools using third party check printing can either use the existing Crystal Report or a pre-existing EFT format to print their checks or build their files respectively.</p>

47. Action Items and Outstanding Issues

Item No.	Description	Status	Assigned To	Target Date
1	Business Purposes – email sent to attendees to gather valid values input for this field. Original deadline for submission is 12/1/06 – 5PM	Complete (Information received from 3 attendees)	Attendees	
2	Expense Types - attendees need to put together list of valid values - must complete prior to leaving Wednesday (List: Air Travel; Breakfast; Dinner; Hotel/lodging; Lunch; Conference/Meeting; Mileage; Parking; Phone; Internet Service) Update: Performed travel account analysis that indicates institutions will use different accounts, but one configuration will be rolled out. Institutions will be allowed to modify the account information.	Complete (Information received from 3 Attendees)	Attendees	
3	Personal data table needs to be cleaned up prior to upgrade	Not Started	Development	
4	Expense Locations - tracking for high cost areas. In state will be counties, out of state will be cities-based on Federal guidelines per new travel regs. (GAXXX - where xxx is county number?) (LIST - Chatham-Savannah; Cobb-Marietta; Dekalb-Atlanta; Fulton-Atlanta; Glynn-Brunswick; Glynn-St. Simons; Glynn-Jekyll; Gwinnett-Lawrenceville; Dekalb-Decatur; Out of State) Update: Will download airport codes as location codes. GA codes will be internally defined and any other missing ones.	Complete	Functional sub team	
5	Start and end times for travel are required – GAP Resolved without customization: Per Diem Configuration edit on subsistence expense types will activate start and end times. A customization has been developed to prevent automatic proration of meal location amounts based on the start and end times specified.	Complete	Functional sub team	
6	Personal mileage tracking is required – GAP Resolved without customization: Training on mileage expense reimbursement will require employees to enter personal miles as a non	Complete	Functional sub team	

	reimbursable expense. A unique expense type will be defined for personal mileage.			
7	<p>Odometer readings are required – GAP</p> <p>Resolved without customization: Configuration edit on mileage expense types will require a description. Employees will be trained to enter odometer readings in this required field for mileage reimbursements.</p>	Complete	Functional sub team	
8	<p>Tag number is required</p> <p>Update per email from Debbie Lasher dated 11/30/2006 – Tag number is no longer required.</p>	Complete	Debbie Lasher	
9	<p>Journal Generator template - do we want EMPLID in GL?</p> <p>Recommended for Accrual entries and for centralizing continuous audit reporting in one place (GL)</p> <p>Update: Open Item functionality must be enabled for travel accounts in order to map emplid to each expense transaction. This will allow expense journals to store the emplid on the open item key attached to a travel account. This GL account feature is currently under investigation.</p>	In Process	Functional Sub Team	04/16/2007
10	<p>Will institutions be allowed to modify the Accounting Entry Template?</p> <p>Resolved: Acctg Issues committee will not allow institutions to modify the accounting entry template -</p>	<p>Complete</p> <p>Refer to AP fit gap documentation</p>	AIC and Functional Sub Team	
11	<p>Re-routing - does system track to whom items are re-routed?</p> <p>Resolved: The system tracks whom items are reassigned to. There is an approval action history that shows if the item was reassigned, the name of the approver, approver profile and date.</p>	Complete	Functional sub team	
12	Attendees recommend that Security Administrator be responsible for cleanup for approvals 'caught up' in system	Complete	Security sub team	
13	<p>When can we expect capability for scanning in receipts?</p> <p>Update: This is considered a Future Consideration and will not be worked on until further notice.</p>	Not Started	TBD	TBD

14	<p>Set up a test model for new employee Adds and report back to group on how things work.</p> <p>Update: The functional sub team, and HR staff is proposing a new approach for loading and maintaining employee profiles. Having HR as the master record of employee data will be discussed during a conference call scheduled with original EX fit gap participants.</p>	In Process	Functional Sub Team/ HR staff	03/15/2007
15	<p>Users would like a way to check the system to verify if a prepayment already exists in AP.</p> <p>Update: Query will be created for monitoring prepayments (include in functional specification count)</p>	Not Started	Functional sub team	
16	<p>Can we roll out expenses as self service instead of using the Travel & Expense Center? This avoids everyone needing a PSFIN ID.</p> <p>Update: Email showing intent to roll out self service for expenses was sent out by Sharon Logan dated 12/6/2006</p> <p>Update: Proposal of Single Sign-On by security team will be discussed on conference with original fit gap participants.</p> <p>Self service for Expenses leverages on new HR load approach mentioned under action item 14. This allows a more secured and filtered view for employees and managers to enter, modify and manage expense transactions.</p>	In Process	Sharon Logan/Ron Harman	03/15/2007
17	<p>What does proportional meals mean - CONUS data?</p> <p>Explanation: The proportional meal rate (PMR) is an average of two rates - locality (CONUS) meal rate and the government meal rate (GMR) rounded to the nearest dollar. The three dollar incidental rate is then added. For example:</p> <ol style="list-style-type: none"> 1. The standard CONUS meal rate of \$36 + 9.30 (GMR) = 45.30 2. Amount 1 divided by 2 = $45.30/2 = 22.65$, which is rounded to \$23 3. The proportional meal rate is \$26, which is Amount 2 (\$23) plus the incidental allowance amount (\$3) 	Complete	Functional sub team	

18	<p>Users discussed having all approvers go through the workflow list instead of using the Approve Transactions pages. Can this be handled by security?</p> <p>Update: Access is required for both the worklist and EX approval pages. The workflow worklist will be the starting point that links to the EX approval pages. The approval is performed on the EX approval pages not the worklist, which is just the gateway for storing all the approval tasks.</p>	Complete	Functional sub team	
19	<p>Users would like to see how the workflow all fits together after fix is applied to db. Can we use Horizon/Wimba to do this?</p> <p>Update: Work in Progress – Just got an environment where the fix was applied – 12/13/2006.</p> <p>Update – 12/19/2006 - Fix has been unit tested and the approval engine is now working.</p> <p>Discovered a separate issue with AP approval step when the option is to notify one of the approvers, not all. The system should only require one of the approvers to approve the transaction, not all. A case has been opened with peoplesoft.</p> <p>The model approval workflow levels defined will be demonstrated at the next quarterly update meeting scheduled for 04/16/2007.</p>	In Process	Functional sub team	04/16/2006
20	<p>Will we continue to use the AP Liability account or use an expense liability account that is different?</p> <p>Update: Acctg Issues Committee will provide a new account to use for Expenses Accrual – decision 12/7/2006</p> <p>Update: The new account 211500 will be used for Expense Accruals – AIC decision 02/27/2007</p>	Completed	Acctg Issues Committee/ Debbie Lasher	
21	<p>Billing Action - will this affect anything if used for informational use only?</p> <p>Update: Not recommended, incase project costing is implemented later. The billable action triggers the code to send transactions over to project costing and billing.</p>	Completed	Functional sub team	
22	<p>Budget date - how does this 'figure in'?</p> <p>Update: The budget date is the current “accounting”</p>	Complete	Functional sub team	

	date that is attached to an expense transaction.			
23	<p>Possible customization to streamline approval setup and maintenance for ePro and Expenses. Fit/Gap participants had requested to centralize approval maintenance used by ePro and Expenses to reduce support efforts.</p> <p>Update: Expenses is not delivered with an adhoc approval routing option like in ePro. Will have to investigate customization the approval process to minimize maintenance.</p>	In Process	Functional sub team	