• Project included two major components:
  - Core Module Upgrade to version 9.1
  - Implementation of Electronic Approvals for Travel & Expenses and Purchase Requisitions

• Implementation of Electronic Approvals included:
  - Move from paper-based to on-line purchase requisition entry for goods and services > $5000
  - Electronic approvals of purchase requisitions, travel advances, travel & expense claims and professional expense reimbursement (PER) claims

• Travel & Expense Claim and Travel Advance Entry
  - Claimants must submit their own T & E claims or approve the claim (email or online) if administrative support has prepared and submitted on their behalf
  - On-line entry of (PER) claims by claimant
Self-Service Center

- Default collapsed menu and breadcrumbs to save real estate and less scrolling
- Replaces Researcher Self-Service
- Provides direct access to most common self-service entry and inquiry pages
- Quick link to the Employee Self-Service Travel & Expense Center and Financials Online Training
- Assigned on User ID creation and the assignment of the Employee Self-Service role
<table>
<thead>
<tr>
<th>Type of User (Financials User Role)</th>
<th>User Access Assignment</th>
</tr>
</thead>
</table>
| Requester (ZEP_REQUESTER_ENTRY)   | • Allows a user to enter, submit and manage requisitions  
                                         • Automatically assigned to Department Approvers, Project Approvers and active Project Team Members with an active CCID, Employee ID, @ualberta.ca Email Address and active Relationship to Institution (academic, employee or guest). |
| Department Requester (ZEP_DEPT_REQUESTER_ENTRY) | • Allows a user to enter, submit and manage requisitions  
                                                        • Access is granted to operating department specific staff via an approved PeopleSoft Financials security request form with an active CCID, Employee ID, @ualberta.ca Email Address and active Relationship to Institution (academic, employee or guest). |
| Active Department Budget Owner or Project Budget Owner (ZZF_MGR_SELFSENV) | • Allows a user to approve requisitions  
                                                        • Automated approver access is granted to users assigned as a Department Approver or Project Approver |
| Authorized Delegates – Proxy (ZZF_DELEGATED_APPROVER) | • Allows a user to approve requisitions on behalf of a Department Approver or Project Approver while they are away  
                                                        • Automated approver access is granted to users assigned as a: Proxy to a Department ID or Project ID between a specified start date and end date.  
                                                        • Sub-delegate to a Project ID between a specified start date and end date. |

- *Department Approver* - Manager ID assigned to an active Dept ID
- *Project Approver* - Project Manager/Holder selected in an open and active Project ID
• Requesters can create purchase requisitions on-line by navigating to the Self-Service Center in PeopleSoft Financials
• Requesters can create purchase requisitions on behalf of other requesters
• Requesters create purchase requisitions as follows:

1. Define Requisition
   • Requisition Name (optional department filing reference)
   • Vendor (if known)
   • Delivery Information
   • SpeedCode and Account

2. Add Items and Services
   • Item Description
   • Quantity
   • Amount

3. Review and Submit
   • Validate Item Lines and Accounting Information
   • Add Comments (approval justification or send to vendor)
   • Upload Attachments (e.g., vendor quote, supporting docs)

• Upon clicking submit, the purchase requisition are routed for electronic approval based on the Dept ID (Operational Funds) or Project ID (Research/Special Purpose Funds)
<table>
<thead>
<tr>
<th>Workflow Event</th>
<th>Email Notification</th>
<th>Condition / Recipient</th>
</tr>
</thead>
<tbody>
<tr>
<td>Route for Approval</td>
<td>Yes</td>
<td>Requester to Approver</td>
</tr>
<tr>
<td>Deny Transaction</td>
<td>Yes</td>
<td>Requester notified requisition has been denied</td>
</tr>
<tr>
<td>Reassign Approver</td>
<td>Yes</td>
<td>TCS reassigns (on request) a requisition to another Approver (on approved request)</td>
</tr>
</tbody>
</table>
Purchase Requisitions: Approving Transactions

Online Approval Pages

Email Approval
<table>
<thead>
<tr>
<th>Type of User (Financials User Role)</th>
<th>User Access Assignment</th>
<th>Change Privileges</th>
</tr>
</thead>
</table>
| Claimant Inquiry (ZZF_EMPL_SELFSERV) | • Allows a user to view their expense claims and advances  
• Assigned self-inquiry access is granted to users on User ID creation with an active CCID, Employee ID, @ualberta.ca Email Address and active Relationship to Institution of academic, employee or guest | View Only |
| Claimant Entry (ZEX_SELF_ENTRY) | • Allows a user to enter, submit and view exclaims and advances  
• Automated self-entry access is granted to users with an active CCID, Employee ID, @ualberta.ca Email Address and active Relationship to Institution of academic, employee or guest | Full change privileges |
| Authorized Data Entry User (user must have ZEX_SELF_ENTRY) | • Allows a user to enter, submit and view claims on behalf of another user  
• Access granted by the claimant to enter a claim or advance on their behalf.  
• User must meet the same criteria as an active claimant. | Full change privileges |
| Independent Reviewer for Research/Special Purpose Only (ZEX_REVIEWER) | • Allows a user to review and approve claims for eligibility and relevance  
• Access granted via an approved PeopleSoft T & E Independent Reviewers security request form. Independent review is only applicable to Research/Special Purpose Projects related claimants processed to fund codes 330, 350, 530, 531, 540, 535 and 550.  
• User must meet the same criteria as an active claimant. | Can update fields such as business purpose, details descriptions, amounts, GST, no receipt and non-reimbursable  
• Cannot insert or remove rows, change expense types or update SpeedCodes/ChartField values |
| Active Department Budget Owner or Project Budget Owner (Holder) (ZZF_MGR_SELFSERV) | • Allows a user to approve expense claims and advances  
• Approver access is automatically granted to users assigned as: Budget Owner (Manager ID) of an active Dept ID  
• Current Budget Owner (Project Manager) assigned to an open and active Project ID  
• User must meet the same criteria as an active claimant. | No change privileges, must send back |
| Authorized Delegates – Proxy (ZZF_DELEGATED_APPROVER) | • Automated approver access is granted to users assigned as a Proxy to a Department ID or Project ID between a specified start date and end date. User must meet the same criteria as an active claimant. | No change privileges, must send back |

- **Department Approver** - Manager ID assigned to an active Dept ID  
- **Project Approver** - Project Manager/Holder selected in an open and active Project ID
• Claimants create expense claims and travel advances on-line by navigating to the Self-Service Center in PeopleSoft Financials
• Claimants can assign an authorized data entry user who can create expense claims and travel advances on their behalf (Note: The claimant will still be required to approve the claim online or through email.)
• Claimants create expense claims as follows:

1. Enter Header Information
   • Description
   • Business Purpose
   • Accounting Defaults (SpeedCode)
   • Details (e.g. attestation)

2. Add Expense Line Details
   • Expense Type
   • Amounts
   • Currency
   • GST
   • Line Description
   • Non-Reimbursable
   • Receipts

3. Validate and Submit
   • Check For Errors
   • Save
   • Review Expense Report Print
   • Submit

• Upon clicking submit, the expense claim is routed for electronic approval based on the Dept ID (Operational Funds) or Project ID (Research/Special Purpose Funds)
<table>
<thead>
<tr>
<th>Workflow Event</th>
<th>Email Notification</th>
<th>Condition / Recipient</th>
</tr>
</thead>
<tbody>
<tr>
<td>Route for Approval</td>
<td>Yes</td>
<td>Authorized Data Entry User to Claimant on Submit (Expense Report or Cash Advance)</td>
</tr>
<tr>
<td>Route for Review</td>
<td>No</td>
<td>Claimant Submit or Approve sent to Independent Reviewer (Expense Report)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Independent Reviewers action claims when receive the paperwork</td>
</tr>
<tr>
<td>Route for Approval</td>
<td>Yes</td>
<td>Independent Reviewer to Approver (Expense Report)</td>
</tr>
<tr>
<td>Deny Transaction</td>
<td>Yes</td>
<td>Claimant notified Expense Report or Cash Advance has been denied</td>
</tr>
<tr>
<td>Send Back</td>
<td>Yes</td>
<td>Expense Report or Cash Advance sent back to Claimant</td>
</tr>
<tr>
<td>Reassign Approver</td>
<td>Yes</td>
<td>TCS reassigns (on request) an Expense Report or Cash Advance to another Approver</td>
</tr>
</tbody>
</table>
### Online Approval Pages

<table>
<thead>
<tr>
<th>Expense Report ID</th>
<th>Date</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>993.00 CAD</td>
<td>01/12/2012</td>
<td>Conference</td>
<td>299.00</td>
</tr>
<tr>
<td>1018.30 CAD</td>
<td>01/12/2012</td>
<td>Bus Connection</td>
<td>124.00</td>
</tr>
<tr>
<td>203.00 CAD</td>
<td>01/12/2012</td>
<td>Hotel</td>
<td>119.00</td>
</tr>
<tr>
<td>45.00 CAD</td>
<td>01/12/2012</td>
<td>Airfare</td>
<td>45.00</td>
</tr>
<tr>
<td>45.00 CAD</td>
<td>01/12/2012</td>
<td>Airfare</td>
<td>45.00</td>
</tr>
</tbody>
</table>

### Email Approval

**Expense Report Approval**

<table>
<thead>
<tr>
<th>Details</th>
<th>Date</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>899.0002 CAD</td>
<td>01/12/2012</td>
<td>Accommodations</td>
<td>7.00</td>
</tr>
<tr>
<td>899.0002 CAD</td>
<td>01/12/2012</td>
<td>Airfare</td>
<td>8.00</td>
</tr>
<tr>
<td>899.0002 CAD</td>
<td>01/12/2012</td>
<td>Airfare</td>
<td>8.00</td>
</tr>
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<td>899.0002 CAD</td>
<td>01/12/2012</td>
<td>Airfare</td>
<td>8.00</td>
</tr>
</tbody>
</table>

Approval of this report confirms that the above information is an accurate record of expenses incurred by the claimant and the appropriate supporting documentation is provided. The research project's accounts, these expenditures are in support of the research project and are in compliance with the sponsor guidelines and other terms.
PeopleSoft Security Forms Cabinet - includes updated forms for:

- Request for Administrative Application Access – PeopleSoft Financials
  - this form would be used to request Department Requester access
- Request for Administrative Application Access – PeopleSoft Delete
- Request for Administrative Application Access – PeopleSoft Travel & Expenses Independent Reviewer
- Request for Administrative Application Access – PeopleSoft Financials Proxy Assignment

AIS Support Site (username: aissupport, password: thefuture)

- Security > Financials Role Listing (Excel) - list of available end user roles
  - grouped by campus community and central service unit
  - identify roles automatically assigned (no security access request form required)
- Security > Authorized Approvers - list of authorized approvers for a Department
- Financials 9.1 Upgrade Production Notices - sent to PeopleSoft Financials Users

AIS Website (www.ais.ualberta.ca)
- Community Information > Employees - includes information and links to:
  - PeopleSoft Financials Login
  - Financials Online Training
    - Entering and Approving T & E Advances and Claims
    - Entering and Approving Purchase Requisitions
    - Entering Accounts Payable Journal Vouchers
    - Entering Billing Customer Invoices
    - Running Reports (nVision, PS Query and SQR) within PS Fundamentals
    - Setting up Gmail filters to organize Approval Email notifications
  - link to browser settings and email approval limitations
  - link to policies/procedures for travel & expenses, professional expense reimbursement, and purchase requisition policy/procedure
  - link to the e-approvals website (www.e-approvals.ualberta.ca)
Community Information > Researchers:

- PeopleSoft Financials Login
- **Financials Online Training**
  - Entering and Approving T & E Advances and Claims
  - Entering and Approving Purchase Requisitions
  - Entering Accounts Payable Journal Vouchers
  - Entering Billing Customer Invoices
  - Running Reports (nVision, PS Query and SQR) within PS Fundamentals
  - Running Researcher Home Page and eTRAC Inquiries and Reports
  - Setting up Gmail filters to organize Approval Email notifications
- link to browser settings and email approval limitations
- link to policies/procedures for travel & expenses, professional expense reimbursement, and purchase requisition policy/procedure
- link to the e-approvals website ([www.e-approvals.ualberta.ca](http://www.e-approvals.ualberta.ca))
- accessing Researcher Home Page and eTRAC
  - for Faculty/Department Administrators and Central Service Units
  - for Researchers and Project Team Members
  - Information on Researcher Home Page and eTRAC including rules for assigning access

AIS Website ([www.ais.ualberta.ca](http://www.ais.ualberta.ca))
This website provides important information for users to help them understand how electronic approvals in Travel & Expenses and eProcurement Purchase Requisitions impacts users:

- **Overview** - of this aspect of the project

- **Frequently Asked Questions** - based on questions asked in various events such as Town Halls, Focus Group sessions and Conference Room Pilots

- **Presentations** - delivered to the community

- **Approval Process Flow Diagrams** for Travel Advances, Expense Reports (Claims) and Purchase Requisitions

- **Communication Plan** denoting communications to all levels of stakeholders

- **Day 1 Communications** for Budget Owners, Project Holders, Independent Reviewers, Claimants and Requesters.
• **Financials 9.1 Upgrade** – Review announcements issued throughout the Financials 9.1 Upgrade Implementation

• **SMS Bulletin** – Review the SMS Bulletin Archive

• Revised UAPPOL procedures:
  • **Travel Expense Procedure**
  • Travel Expense Procedure – Schedule of Allowable Expenses (Appendix A)
  • **Travel Advance Procedure**
  • **Payment Procedure**

• **Non-employee Travel Expense Payment Form** – Located in the Financial Services Forms Cabinet under Supply Management Services > Travel and Expense Management
For Travel & Expenses or Procurement business-related issues contact:

customerservice@sms.ualberta.ca

For PeopleSoft Financials system-related issues contact:

helpdesk@ualberta.ca