Functional Course

PeopleSoft v9.2
Expenses

Financials Supply Chain Management (FSCM)

Developed for implementation team members and functional end users, PeopleSoft Expenses v9.2 training quickly introduces students to the set-up considerations, configuration, and transactional processing components of the Expenses module. Through scenarios, real-world experiences from implementers, and hands-on activities, students gain an understanding of how to establish process and report on transactions.

Prerequisites:

- PeopleSoft v9.2 Foundations (FSCM)

Defining General Options

- Defining Installation Options for Expenses
- Setting Up Expenses Options
- Setting Up Expenses Business Units
- Defining DCAA Requirements (USA)
- Identifying Common Data and Global Features

Setting up Security and Approvals

- Setting Up Expense Users and Permission Lists
- Defining Approval and Audit Rules
- Defining Approval Options

Setting Up Expenses Structure

- Defining Business Rules for Expenses
- Setting Up Expense Management Functions
- Setting Up Locations and Rates
- Creating Expense Templates

Setting Up Employee Data

- Loading Employee Data
- Maintaining Employee Profiles

Processing Travel Authorizations

- Creating Travel Authorization Templates
- Creating Travel Authorizations

Processing Expense Transactions

- Modifying User Defaults
- Processing Cash Advances
- Preparing Cash Advances
- Creating Time Reports

Approving Expense Transactions

- Describing Summary Approval Options
- Performing Approvals and Audits

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Approving Expense Transactions (cont'd)

- Modifying Approved Transactions

Processing Payments

- Describing the Expenses Payment Process
- Staging Payments for Processing
- Processing Payments in PeopleSoft Payables
- Sending Payments to Payroll
- Reviewing Payments

Integrating with PeopleSoft Project Costing

- Processing Project-related Expense Transactions
- Sending Transactions to Project Costing

Integrating with PeopleSoft General Ledger

- Posting Liabilities and Payments
- Examining Accounting Entries
- Establishing Links with the General Ledger
- Using the Journal Generator
- Rolling Over Travel Authorization Encumbrances

Managing Expense Transaction Exceptions

- Canceling Expense Payments in Payables
- Unposting Expense Reports
- Modifying and Closing Cash Advances and Expense Reports
- Creating Accounting Adjustments for Expense Reports
- Reconciling Cash Advances

Processing External Data

- Describing External Expense Data
- Reconciling Airline Tickets
- Processing Imported Credit Card Data
- Using Automated Teller Machine Data
- Using Benchmark Data

Examining and Archiving Expense Information

- Running Expenses Queries
- Running Reports
- Archiving Expense Transactions