Financials and Supply Change Management Image 50 Overview

October 2024

CONTENTS

Introduction

The Image/Upgrade Overview Document is intended to provide ctcLink users with a summary of the changes that will be made in the system as a result of the upcoming image or PeopleTools upgrade implementation. Oracle releases multiple PeopleSoft updates, called images, for each pillar every year. Each Image contains bug fixes and features that are important for PeopleSoft to work well. PeopleTools upgrades update the underlying framework of the system. There are minimal changes that are noticeable to the end users. Below is an overview of the changes that you can expect to see as part of this upgrade.

Procurement

Procurement Operations Nav Collection

Procurement Operations Homepage/Nav Collection Tiles

A user will only have access to those that they have the security for using. If they don't have security, the user may not have the tile or the links within the tile.
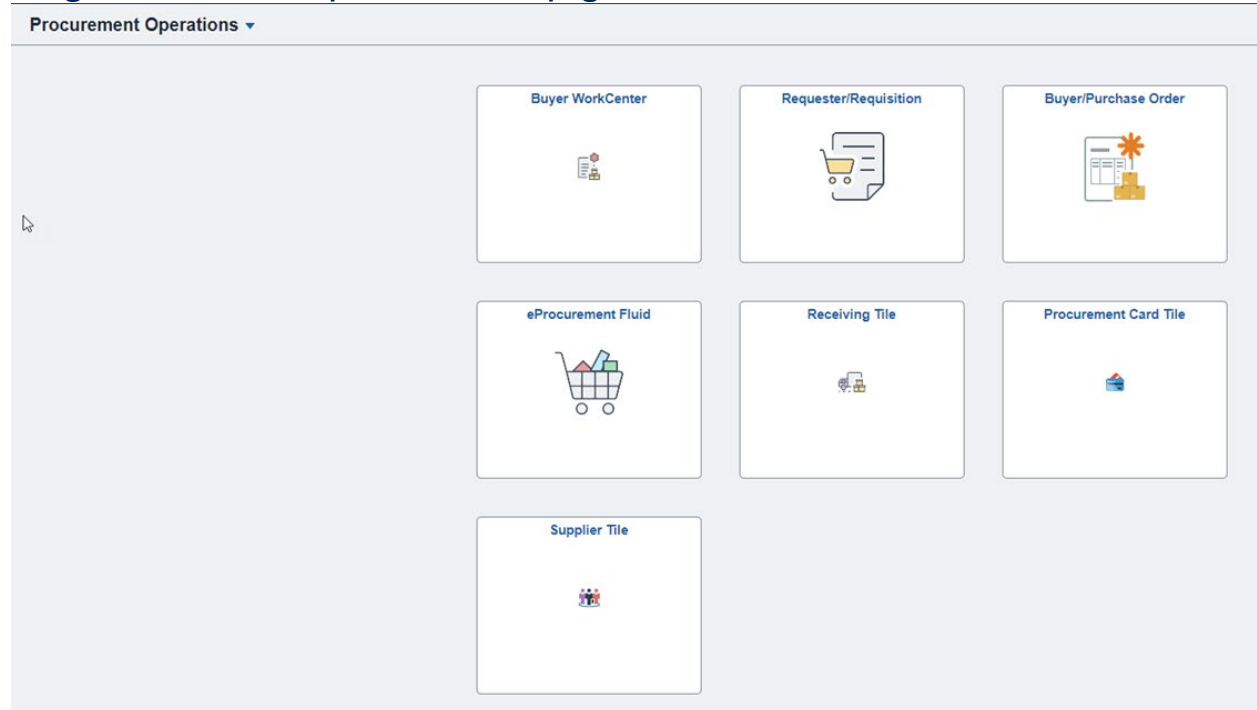
Image: Procurement Operations Homepage

Image: Buyer WorkCenter – no changes, just a tile

Buyer WorkCenter

Image: Requester/Requisition Tile/ Nav Collection

‹ Procurement Operations   Requester/Requisition

Requester's Workbench

Enter any information you have and click Search. Leave fields blank for a list of all values.

| Requester's Workbench |
| Add/Update Requisitions |
| Review Requisitions |
| Manage Requisition Approvals |
| Budget Check Requisition |
| Reconcile Requisitions |

Find an Existing Value | Add a New Value

▼ Search Criteria

*Business Unit [= ˅] [WA000   🔍]

WorkBench ID [begins with ˅] [   ]

Description [begins with ˅] [   ]

☐ Case Sensitive

[Search] [Clear]   Basic Search   Save Search Criteria

Find an Existing Value | Add a New Value

Image: Buyer/Purchase Order Tile/Nav Collection

‹ Procurement Operations   Buyer/Purchase Order

Buyer's Workbench

Enter any information you have and click Search. Leave fields blank for a list of all values.

| Buyer's Workbench |
| Add/Update POs |
| Source Purchase Orders |
| Review Purchase Orders |
| Dispatch POs |
| Budget Check Purchase Order |
| Reconcile Purchase Orders |

Find an Existing Value | Add a New Value

▼ Search Criteria

*Business Unit [= ˅] [WA000   🔍]
WorkBench ID [begins with ˅] [   ]
Description [begins with ˅] [   ]
☐ Case Sensitive

[Search] [Clear]   Basic Search   Save Search Criteria

Find an Existing Value | Add a New Value

Image: eProcurement Fluid Tile

Image: Receiving Tile/Nav Collection

Image: Procurement Card Tile/Nav Collection

Image: Supplier Tile/Nav Collection

QRG

Procurement Operations Home Page

Procurement Card Reconciliation Attachment Review Checkbox

Added the option of a checkbox for Attachment Reviewed on PCard reconciliation screen for the Administrator, Approver and Reviewer Proxy roles. This option is a global change, used at the discretion of the college's business practices.

Image: Procurement Card Reconciliation

General Ledger

Journal Workflow Enhancement – Approval page

This is an enhancement to Create/Update Journal Entries. On the approval page you can now view the approval chain, approval comments, approval history, and denied comments.

Navigation

Main Menu> General Ledger> Journals> Journal Entry> Create/Update Journal Entries

Image: Create/Update Journal Entries

QRG

Viewing Journal Approvals

Journal Workflow Enhancement – Creator can edit and submit

This is an enhancement to the Create/Update Journal Entries page and process request parameters page to allow you to automatically submit a journal to the approver if the journal passes the edit check. When journal is in N status, you can go directly to the submit and it will do BOTH the editing and submitting.

Navigation

Image: Create/Update Journal Entries

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To be provided later

Enhancement - Adding Fluid Approvals to General Ledger Fluid WorkCenter

Enhanced the Fluid General Ledger WorkCenter by adding the My Approvals pagelet. This allows WorkCenter users who are also approvers to access approval options from the WorkCenter.

Navigation

Tile> GLWorkCenter

Image: Tile from WorkCenter
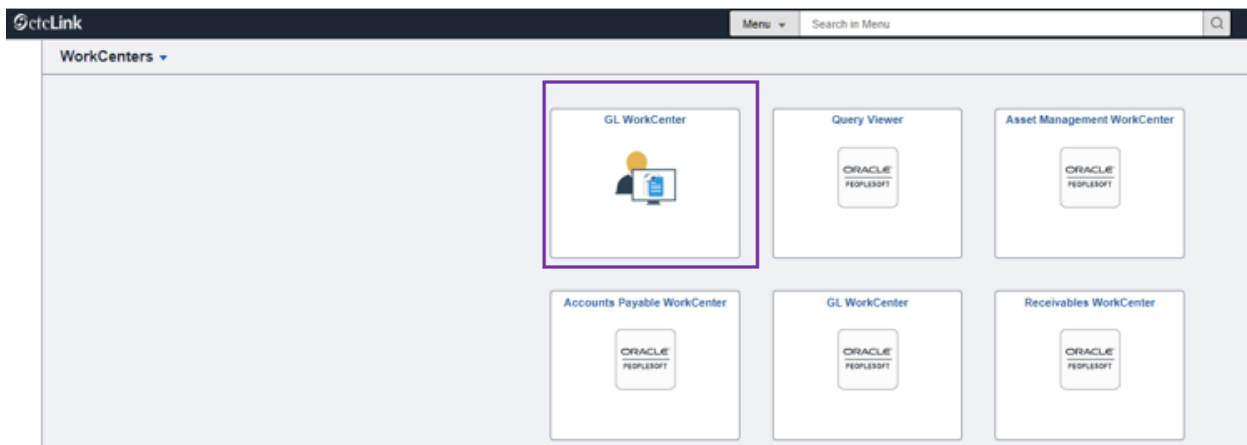
Image: WorkCenters My Approvals > GL Journal Approval Process

QRG
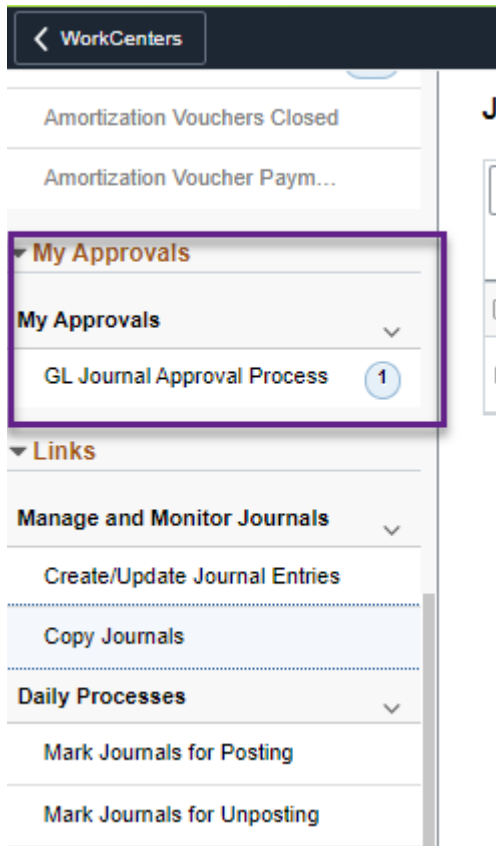
To be provided later

Enhancement - Multiple Attachments to Journals in Classic

This enhancement is for Classic. When making attachments to a journal through Create/Update Journal, it will return an error message if the allowable exceeds the designated amount (presently, it's 10 attachments at once: this testing had it set as 2).

Navigation

Main Menu> General Ledger> Journals> Journal Entry> Create/Update Journal Entries

Image: Create/update Journal Entries
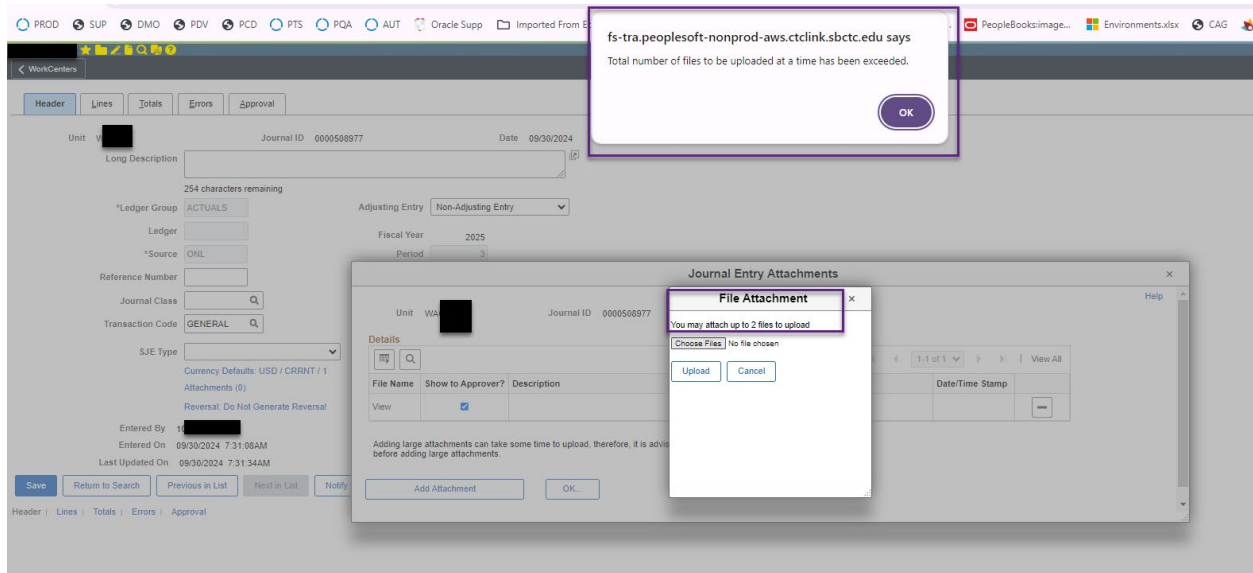
QRG

[Viewing and Updating Journal Entries](#)

Feature - Ability to Edit Journal from Fluid Approval Page

A person who has the authority to edit journals and approve, will be able to edit journals from the Fluid Approval page. From the approval page you can click on the journal, the GL Journal Approval Process Page will have a new link "Edit Journal".

Navigation

Tile GL WorkCenter> My Approvals

Image: GL Journal Approval Process
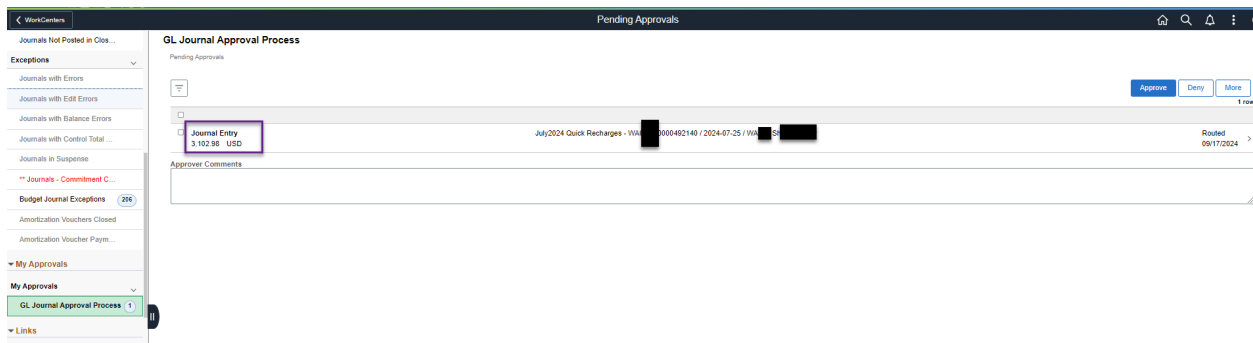
Image: GL Journal Approval Process

QRG

To be provided later

Feature - New View to Display All Chartfields in Fluid Journal Approval Page

Once on the GL Journal Approval Process page in fluid GL WorkCenter's My Approvals, you can click on the hyperlink "View Journal Lines" to view journal Chartstrings.

Navigation

Tile> GL WorkCenter> My Approvals hyperlink "View Journal Lines"

Image: GL Journal Approval Process Page

Image: View Journal Lines

Line #	Line Business Unit	Ledger	Entry Event	Amount	Account	Operating Unit	Fund Code	Appropriation Index	Department	Class Field	State Purpose	PC Business Unit	Project	Activity	Analysis Type	Source Type	Program Code	Subsidiary	Affiliate	Fund Affiliate	Operating Unit Affiliate	Stat	Stat Amt	Budget Date	Reference	Journal Line Description	PC Status
1	WA	LOCAL		-1551.49	4030060		448		14542	255	N													07/25/2024	JUL 2024	Jul 2024	N
2	WA	LOCAL		10.94	5081090		149		10001	081	N													07/25/2024	JUL 2024	0724.001	N
3	WA	LOCAL		17.20	5081090		149		21174	018	N													07/25/2024	JUL 2024	0724.001	N
4	WA	LOCAL		126.00	5081090		149		21400	011	N													07/25/2024	JUL 2024	0724.002	N
5	WA	LOCAL		14.80	5081090		149		21174	018	N													07/25/2024	JUL 2024	0724.002	N
6	WA	LOCAL		76.50	5081090		149		14200	094	N													07/25/2024	JUL 2024	0724.003	N
7	WA	LOCAL		18.00	5081090		149		21120	011	N													07/25/2024	JUL 2024	0724.003	N
8	WA	LOCAL		11.00	5081090		149		21472	011	N													07/25/2024	JUL 2024	0724.004	N
9	WA	LOCAL		170.00	5081090		149		21200	011	N													07/25/2024	JUL 2024	0724.004	N

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To be provided later

Enhancement to the GL Subsystem Reconciliation Inquiry Page Drill Down Detail

GL Subsystem Reconciliation inquiry page drill down detail for AP, AM, and TR, has been modified in the Accounts Payable and Treasury drill down pages for subsystem reconciliation. It now includes the fields GL Business Unit, Journal ID, Journal Date, and Journal Line Number.

Navigation

Main Menu> General Ledger> GL Subsystem Reconciliation> GL to Subsystem Recon Inquiry (drill to source)

Image: Define systems Recon Inquiry/ Drill to source

QRG

Using the GL Reconciliation Inquiry

New Error Message to Notify Users They Cannot Delete Others' Journals

Based on a Global install setup, college users will be protected from having others delete their journals. This error message is just a warning that you cannot delete someone else's journal. (Note: there is a role that gives a person access to delete others' journals, but the deleting person must be assigned that role.)

Navigation

Main Menu> General Ledger> Journals> Journal Entry> Create/Update Journal Entries

Image: Create/Update Journal Entries
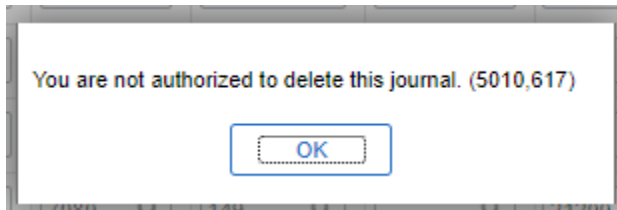
QRG

Logically Delete a Journal

Role for Giving Users the Ability to Delete Others' Journals

As explained above, we will no longer be able to delete others' journals. Because there needs to be exceptions (such as people out sick/vacation, or severed from employment), the role that is used to grant permission to delete others' journals is ZZ_GL_Mass_Journal_delete. The reason this role was chosen is because it is a powerful role and limited in distribution.

Navigation

Can be set up by college IT

Enhancement – Budget Checking on Spreadsheet Journal Import

This enhancement allows the upload program to enable Budget Checking While importing Journals via the journal spreadsheet import.

Navigation

Excel, New Journal Template

Image: Spreadsheet Journal Import (JRNL1_WS)
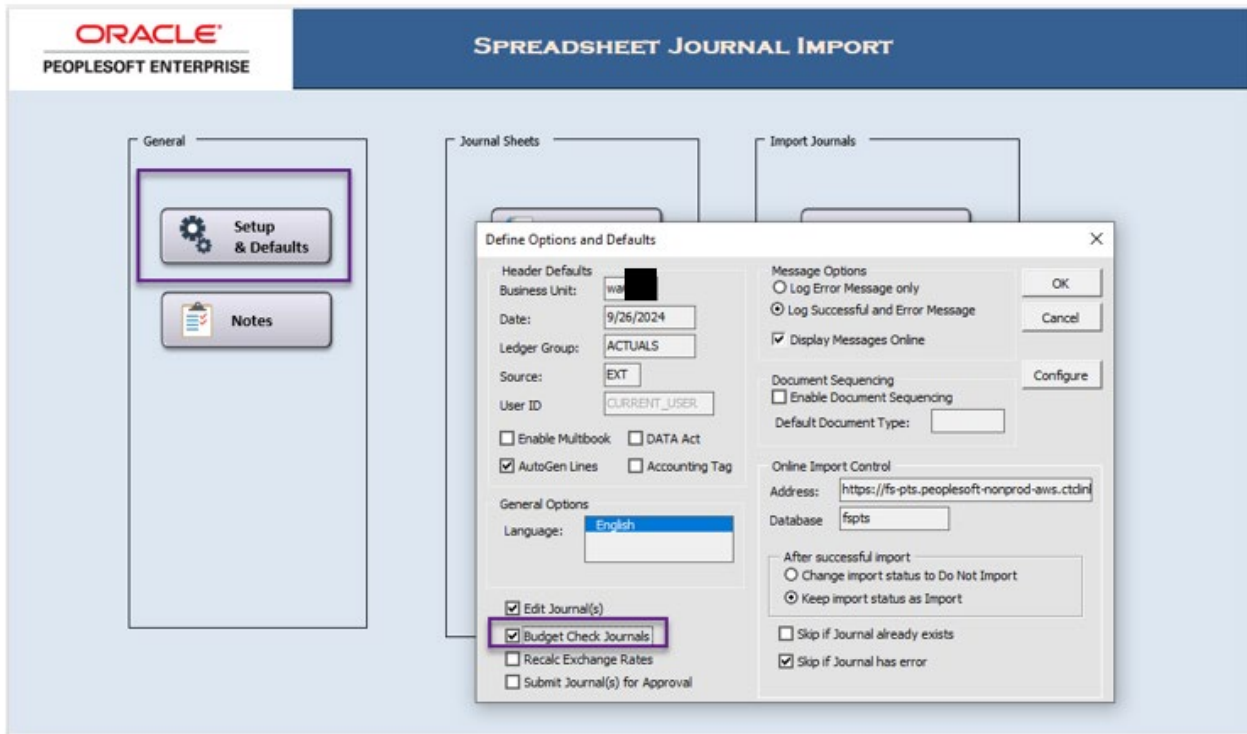
QRG
Write to File
Import Now

Run Control Delete

Run Control Delete is a fluid process (tile) that gives users the ability to delete their run controls. They cannot delete someone else's run control. Once a user downloads the Run Control Delete tile they will have access. All users of CTClink that create any processes should have access.

Navigation

Tile> Run Control Delete

Image: Tile, Run Control Delete

To be provided later

Correction to Processing of Unposted Journals with Automatic Reversals

When unposting a manual journal with an automatic reversal, the unpost was creating an error as shown in the Journal Header Status. This process is now fixed.

Navigation

Main Menu> General Ledger> Journals> Journal Entry> Create/Update Journal Entries

Image: Old Create/Update Journal Entries

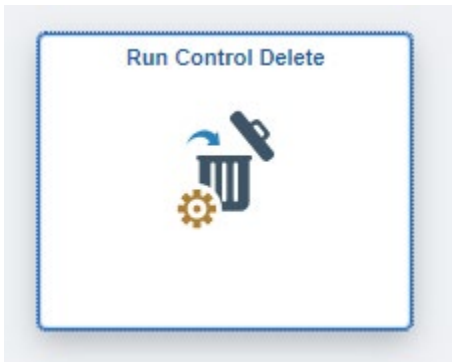| Business Unit	Journal ID	Journal Date	Journal UnPost Sequence	Document Sequence Number	Line Business Unit	Journal Header Status	Budget Checking Header Status	Ledger Group	Source	Currency Code	Journal Total Lines	Journal Total Debits	Journal Net Statistical Units	Journal Description	Entered By	Attachment Exist	Journal Class
WA	0000519682	10/01/2024	0	(blank)	WA	Unposted	Valid	ACTUALS	ONL	USD	2	10	0	(blank)	CTC_BEISMON	N	(blank)
WA	0000519682	10/01/2024	1	(blank)	WA	Posted	Valid	ACTUALS	ONL	USD	2	-10	0	(blank)	CTC_BEISMON	N	(blank)
WA	0000519682	09/30/2024	0	(blank)	WA	Unposted	Valid	ACTUALS	ONL	USD	2	10	0	(blank)	CTC_BEISMON	N	(blank)
WA	0000519682	09/30/2024	1	(blank)	WA	Post Incom	Not Chk'd	ACTUALS	ONL	USD	2	-10	0	(blank)	CTC_BEISMON	N	(blank)

Image: New Create/Update Journal Entries

Business Unit	Journal ID	Journal Date	Journal UnPost Sequence	Document Sequence Number	Line Business Unit	Journal Header Status	Budget Checking Header Status	Ledger Group	Source	Currency Code	Journal Total Lines	Journal Total Debits	Journal Net Statistical Units	Journal Description	Entered By	Attachment Exist	Journal Class
WA	0000484925	06/30/2024	0	(blank)	WA	Unposted	Valid	ACTUALS	SJS	USD	6	1213	0	Second Journal Set. Accrue SJS	10	Y	(blank)
WA	0000484925	06/30/2024	1	(blank)	WA	Posted	Valid	ACTUALS	SJS	USD	6	-1213	0	Second Journal Set. Accrue SJS	10	N	(blank)
WA	0000484925	07/10/2024	0	(blank)	WA	Unposted	Valid	ACTUALS	SJS	USD	6	1213	0	Second Journal Set. Accrue SJS	10	N	(blank)
WA	0000484925	07/10/2024	1	(blank)	WA	Posted	Valid	ACTUALS	SJS	USD	6	-1213	0	Second Journal Set. Accrue SJS	10	N	(blank)

QRG

Unposting-Journals

Correction to Total Amounts on Updated Imported Journal

Previously, if you imported a journal, then imported it again as an update, the journal would process and show success, but on the "totals" tab of the imported journal in CTClink, it would not be updated.

Navigation

Excel Import journal template, then Main Menu> General Ledger> Journals> Journal Entry> Create/Update Journal Entries

Image: Create/Update Journal Entries tab "Totals"

Example of an import for $10, then updated to $900. The Totals tab reflects the correct adjustment of $900.

QRG

[Write to File](#)

[Import Now](#)

Accounts Payable

## Payables Operations Homepage/Nav Collection Tiles

The **Payable Operations homepage** serves as a central hub for users to access essential Payables-related functions. This homepage is designed to improve efficiency by grouping frequently used setup components and Payables-related operations into a single, user-friendly interface.

- **Payables Navigation Collection:** This is a curated set of links and tools that allows you to navigate directly to the components you need for managing payables. Whether it's viewing invoices, managing vendors, or processing payments, this collection keeps everything organized for easy access.

- **Tiles on the Payables Page:** On the Payables homepage, you will find various **tiles**. Each tile represents a specific task or area, such as vouchers processing, supplier management, or 1099 tax setup & processing. Simply **click on each tile** to open its respective page, allowing you to quickly jump into action.

This setup reduces the time spent searching for functions and ensures that users can easily manage key operations from a single location.

Note: A user will only have access to the items for which they have the appropriate security permissions. If they do not have the necessary permissions, the user may not see the tile or the links within the tile.
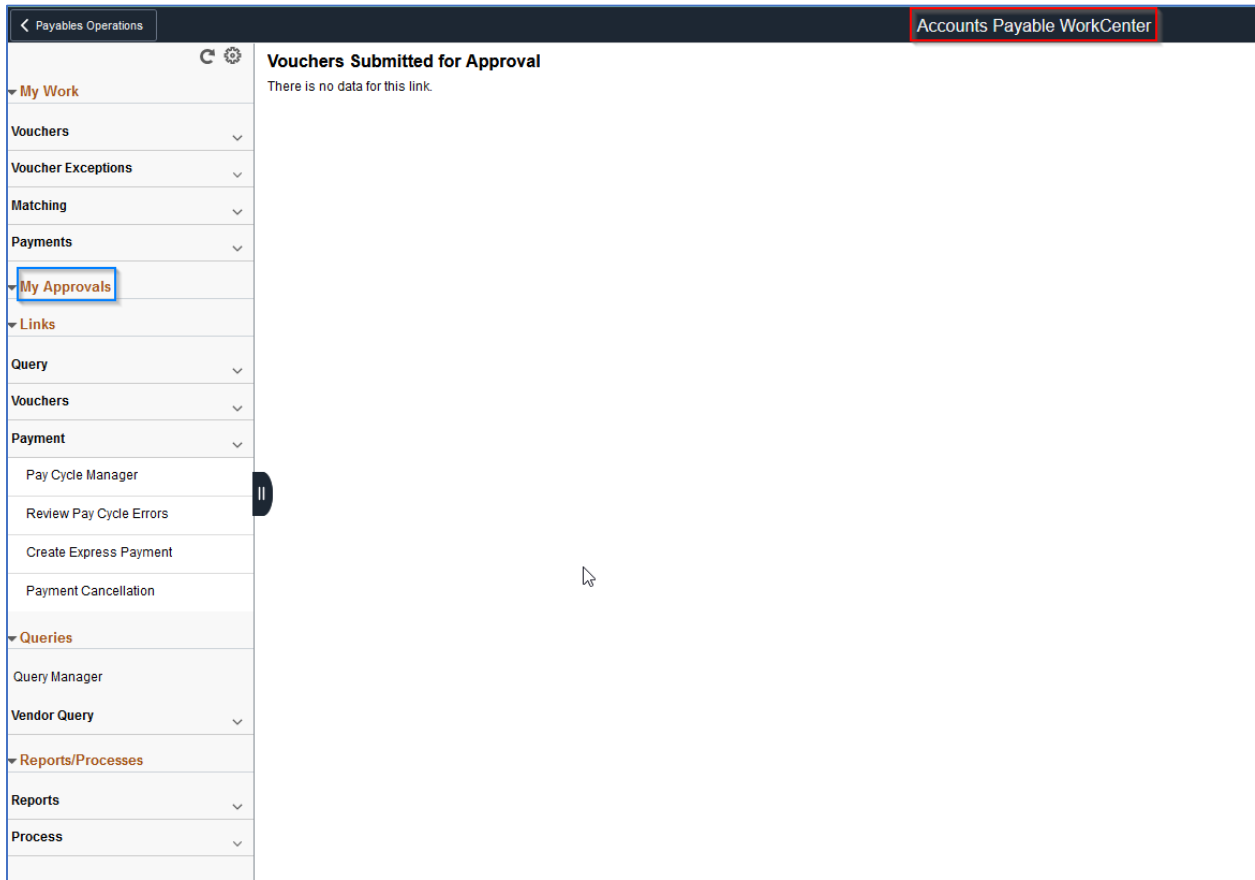
Image: Payables Operations Homepage
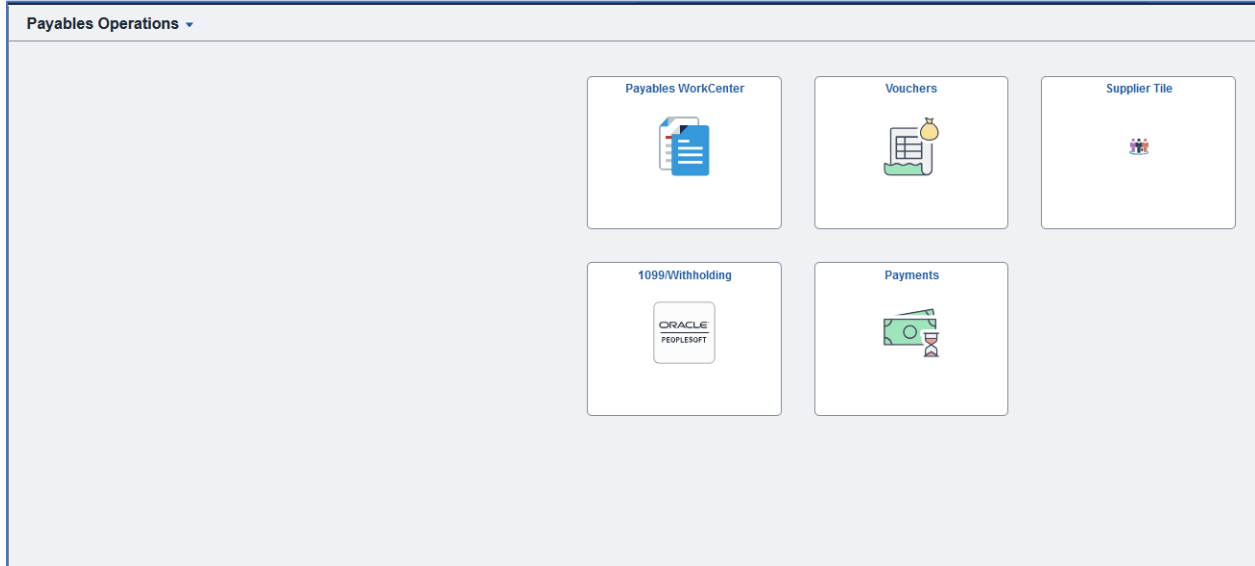
Image: Payables WorkCenter Tile
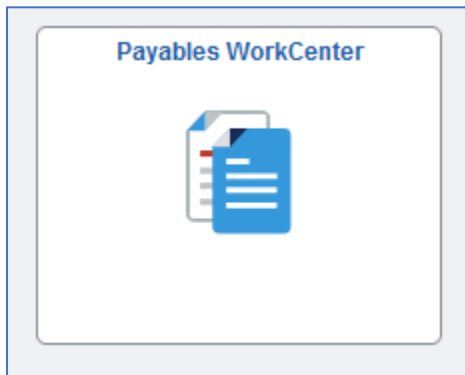
Enhancement - Adding Fluid Approvals to Accounts Payable Fluid WorkCenter

This is the Fluid Accounts Payables WorkCenter, featuring the new My Approvals pagelet. It allows WorkCenter users who are also approvers to access the approval page directly from the WorkCenter.

Image: Accounts Payable WorkCenter

Image: Vouchers Tile
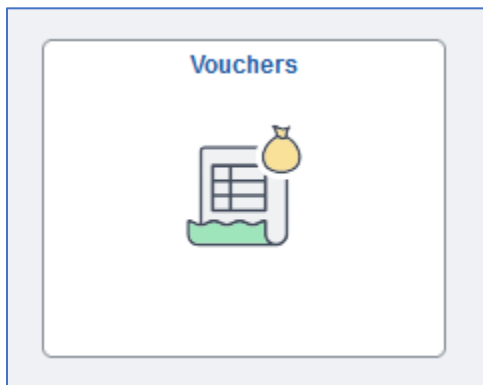
Image: Vouchers Tile/Nav Collections

Image: Payments Tile
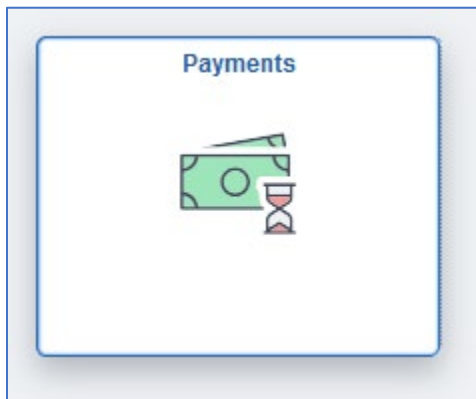
Image: Payments Tile/Nav Collections
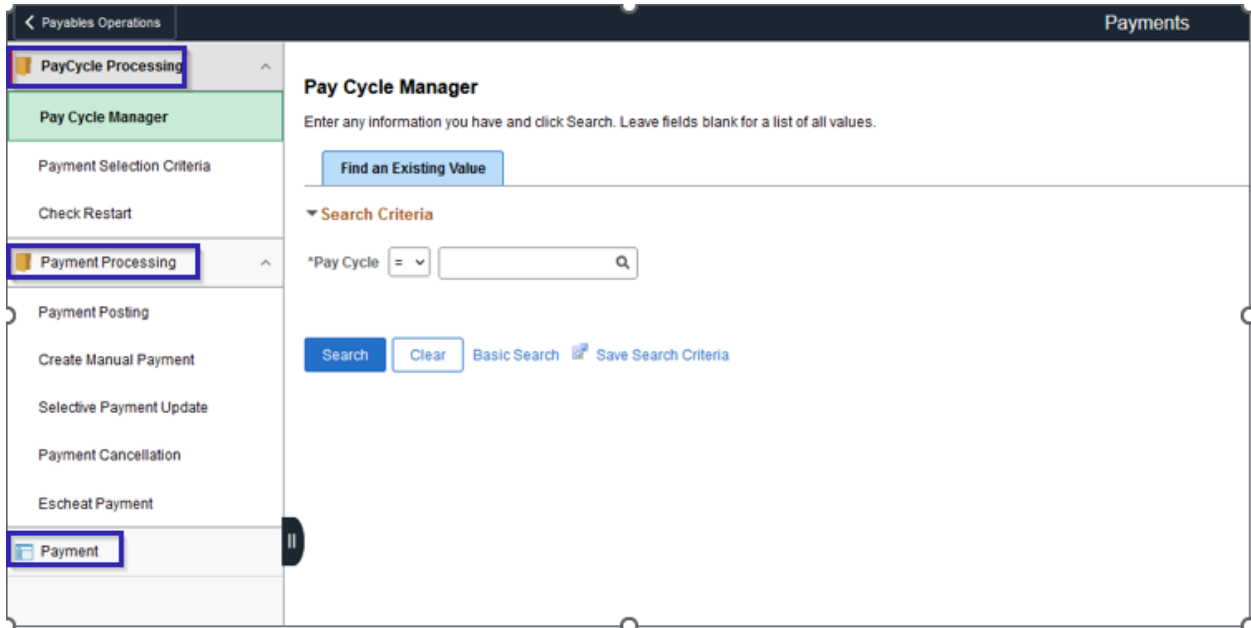
Image: Supplier Tile

Image: Supplier Tile/Nav Collections
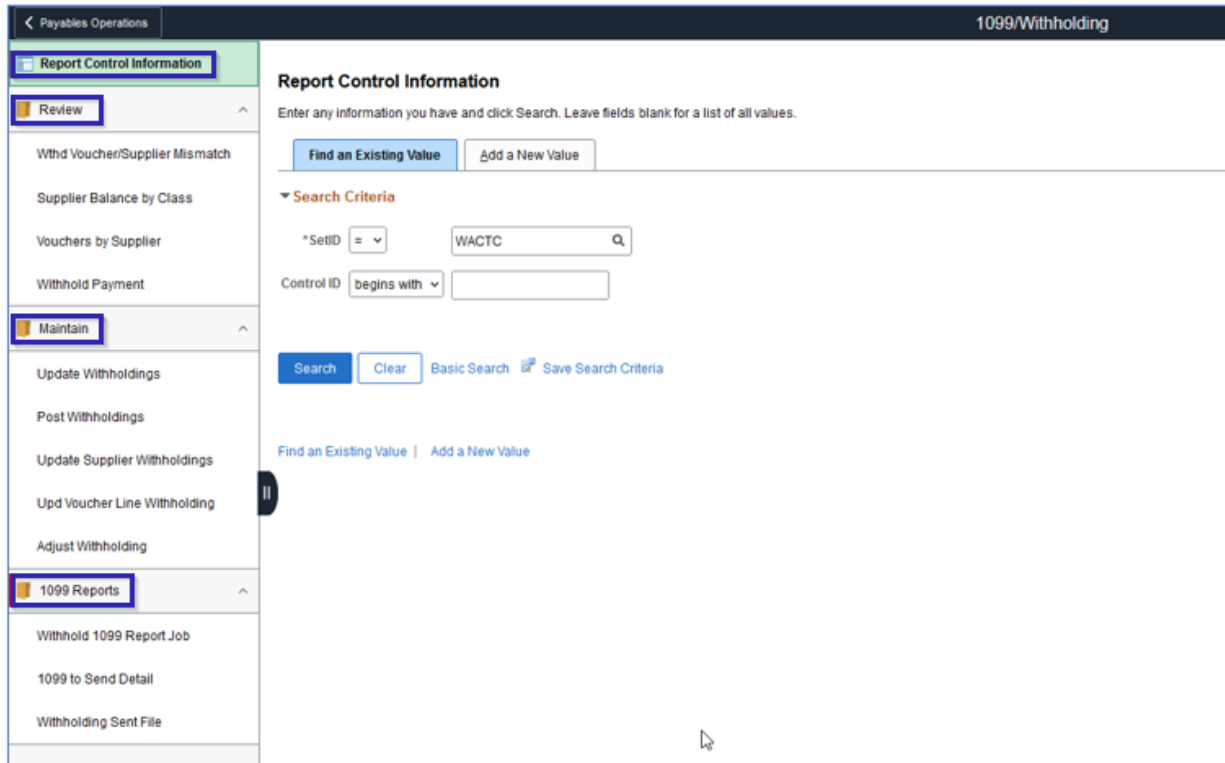

Image: 1099/Withholding Tile

Image: 1099/Withholding Tile/Nav Collections

Enhancement – Multiple Attachment Framework for Classic and Fluid pages.

Enhanced the attachment framework to allow users to select multiple attachments and upload them at once. The system displays an error message if you try to load a greater number of attachments than the number specified in Installation Options (currently it is set up for ten attachments).

Voucher Header Attachment Navigation

Accounts Payable > Vouchers > Add/Update > Regular Entry

Supplier Header Attachment Navigation

Suppliers > Supplier Information > Add/Update > Add/Update Supplier

Identifying Information Tab, Supplier Location Attachment Navigation

Suppliers > Supplier Information > Add/Update > Add/Update Supplier > Location Tab

Enhancement - Escheatment Functionality for Travel & Expense Payments.

Escheatment of Travel & Expense Checks are now available in AP. The escheatment of travel checks can be done in AP module which will update expense processing page for further processing.

Navigation

Menu > Accounts Payable > Payments > Cancel/Void Payments > Escheat Payments

Image: Payment Escheatment – Escheat Travel Check

Payment Escheatment

Escheat Payment

Bank Set ID	WACTC	Reference ID	0000006131
Bank	0 �	Creation Date	04/05/2023
Account	CHCK 15 �	Payment Date	04/05/2023
Payment Method	System Check	Payment Amount	87.03 USD
Remit Supplier	Chr �		

Payment Status

- ● Escheated Check
- ○ Stale Dated Payment
- ○ Undo Escheatment

Date Escheated   09/23/2024
Stale Date   01/23/2024

Cancel Action

- ● Escheated

Description   Cancel UCP checks October 22- June 23

Save   Return to Search   Notify

Once you escheat a travel & expense check in AP, a warning message box will display to let you know this payment is a travel & expense payment and go back T&E module to reverse the accounting entries affected by this process.

Image: When performing 1st step in A/P for T&E payments, there is a Pop-up Warning

Warning – Treasure or Expense transaction payment is being processed (7015,406)

This is a Treasure or Expense transaction payment, you will need to go back to Treasure or Expense to manually reverse any accounting entries affected by this process. Proceed?

OK   Cancel

Image: 2nd step – Select Escheat Payments in Expenses Processing Page

QRG

Processing Escheated Payments

Enhancement– Edit Voucher Link on Voucher Approval page

Enhanced Approval page to have "Edit Voucher" link for approvers to edit voucher information. This link will take user/approver to voucher Regular Entry page for editing.

A user(approver) will only have access to edit voucher if they have the appropriate security permissions. If they do not have the necessary permissions, the user may only review voucher information but not able to edit it.

Image: Voucher Approval Page - Edit Voucher Hyperlink
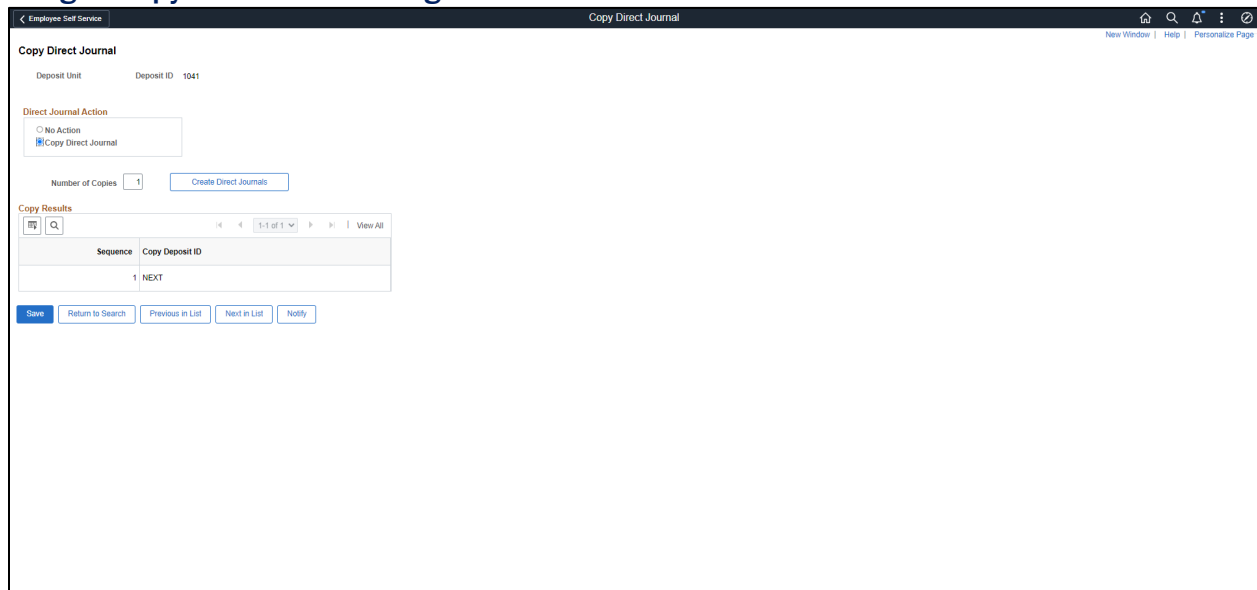
Accounts Receivable

Enhancement: Copy Direct Journal

Oracle has created the option to copy AR Direct Journals. This feature will allow you to copy a direct journal for reoccurring payments.

Navigation

Main Menu > Accounts Receivable > Payments > Direct Journal Payments > Copy Direct Journal

Image: Copy Direct Journal Page

QRG

Copy Direct Journal

Fluid Credit to Cash Operations Homepage

There is a new Fluid Homepage that has been created for Accounts Receivable and Billing. This allows users to quickly perform certain tasks necessary for their roles. A/R Tiles include:

- Items

- AR Payments

- Posting Errors

- Customer Accounts

Image: Credit to Cash Operations Fluid Home Page
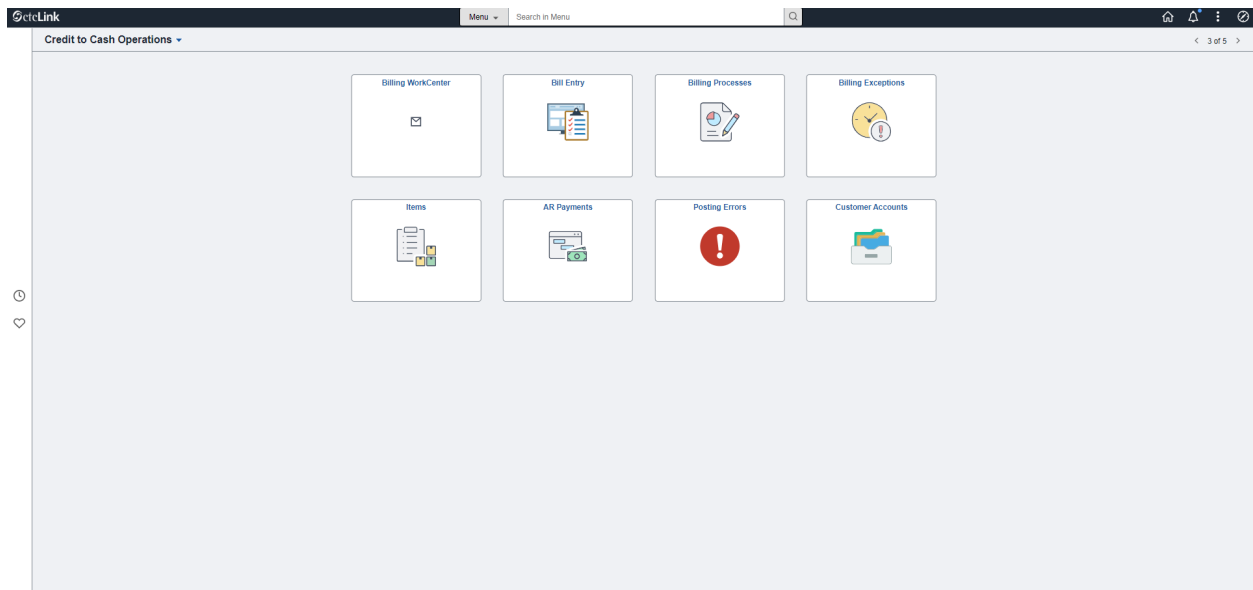
QRG

Credit to Cash Operations Home Page

Fluid Tile Items

The Items Fluid Tile contains pages that will be helpful for day-to-day operations. The following pages are accessible from the tile:

- Online Item Group Entry

- External Item Group Entry

- Review Items

- Groups Set to Post

- Create Maintenance Worksheet

- Transfer Worksheet

- Refund Status

Navigation

Credit to Cash Operations Home Page > Items

Image: Items Fluid Tile

QRG

To be provided later

Fluid Tile: AR Payments

The AR Payments Fluid Tile contains pages that will be helpful for day-to-day operations. The following pages are accessible from the tile:

- Regular Deposit

- Express Deposit

- Apply Payments

- Direct Journal Acctg Entries

- Modify Accounting Entries

- Payment Status

Navigation

Credit to Cash Operations Home Page > AR Payments

Image: AR Payments Fluid Tile

QRG

To be provided later

Fluid Tile Posting Errors

The Posting Errors Fluid Tile contains pages that will be helpful for day-to-day operations. The following pages are accessible from the tile:

- Groups Not Set to Post

- Incomplete Deposits

- Incomplete Payments

- Online Items

- External Items

- Worksheet

- Transfer

- Payment

Navigation

Credit to Cash Operations Home Page > Posting Errors

Image: Posting Errors Fluid Tile

QRG

To be provided later

# Fluid Tile: Customer Accounts

The Customer Fluid Tile contains pages that will be helpful for day-to-day operations. The following pages are accessible from the tile:

- Account Overview

- Customer Activity

- Customer History

- Item List

- View/Update Item Details

Navigation

Credit to Cash Operations Home Page > Customer Accounts

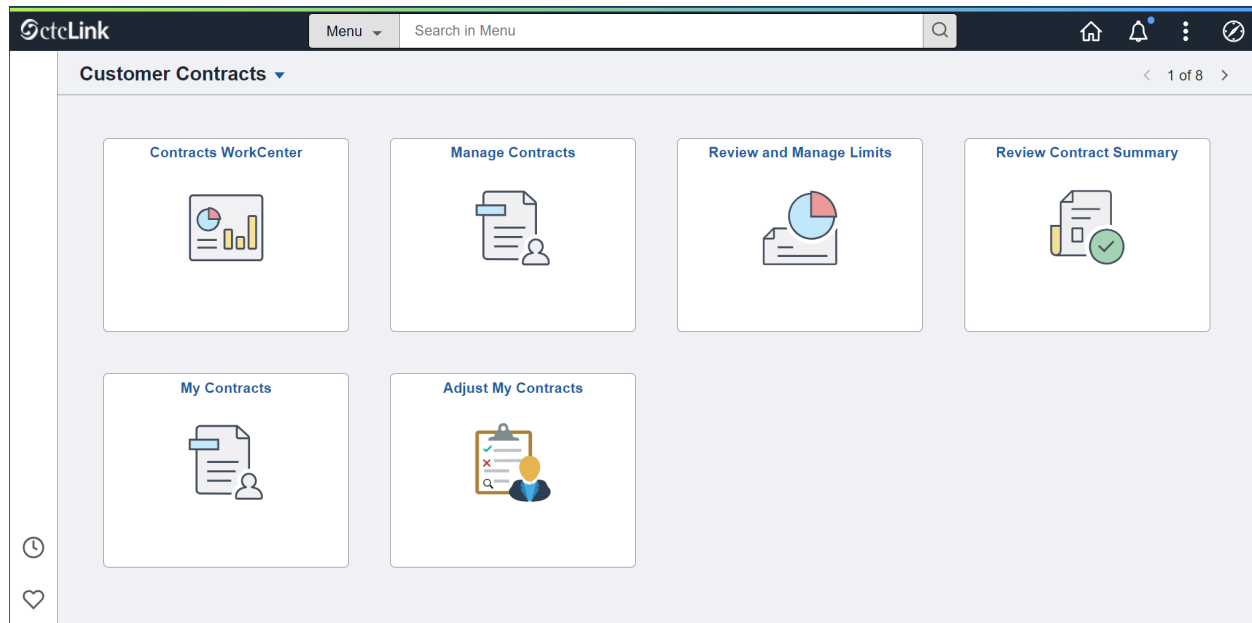## Image: Customer Accounts Fluid Tile

QRG
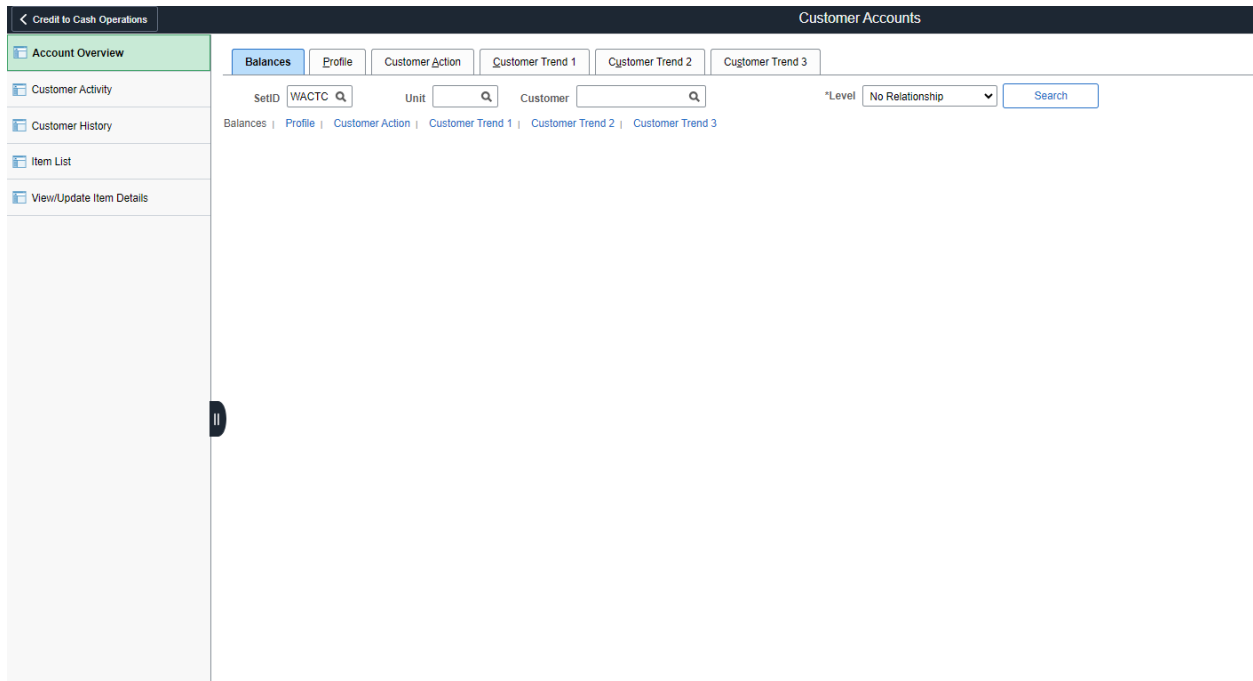
To be provided later

Customer Contracts

Customer Contracts Fluid Home Page

A new fluid home page has been created for Customer Contracts. This enables users to more quickly perform certain tasks within Customer Contracts pages. Tiles (links to pages) include:

- Contracts WorkCenter

- Manage Contracts – view many details about a contract with links to perform many contract actions

- Review and Manage Limits – information about contract limit (total value)

- Review Contracts Summary – summary level information for a contract

- My Contracts – a custom list of contracts for the user

- Adjust My Contracts – adjust an existing My Contracts list

Image: Customer Contracts Fluid Home Page

QRG

[Customer Contracts Home Page](#)

Project Costing

Project Management Fluid Home Page

A new fluid home page has been created for Customer Contracts. This enables users to more quickly perform certain tasks within Customer Contracts pages. Tiles (links to pages) include:

- Projects WorkCenter

- Projects Update Wizard (*New Feature*) – Allows certain fields to be updated in mass across many contracts

- Budgets Not Finalized – Projects containing budget lines that have not been finalized

- Expired Projects Exceptions – Projects with end dates in the past that are still have an open processing status

Image: **Project Management Fluid Home Page**
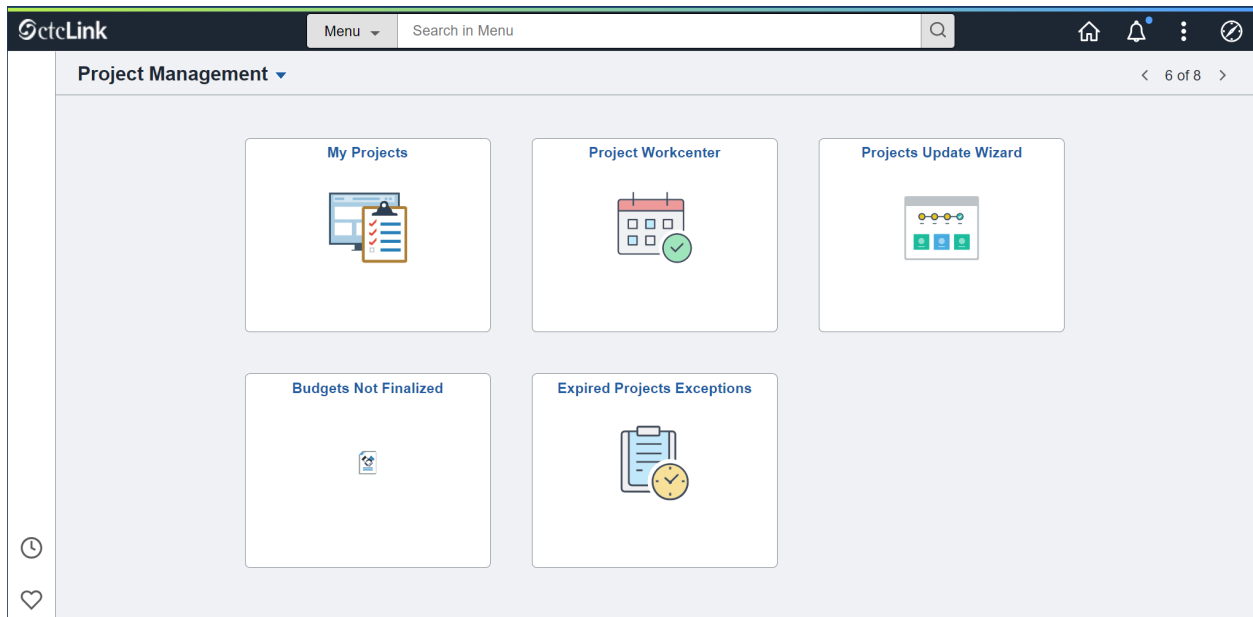
QRG

Project Management Home Page

Projects Update Wizard

The Projects Update Wizard is a page where users can update End Dates, Locations, Project Managers, Status, or Project Type for multiple projects at once.

Navigation

Select the Projects Update Wizard from the Project Management Fluid Home Page

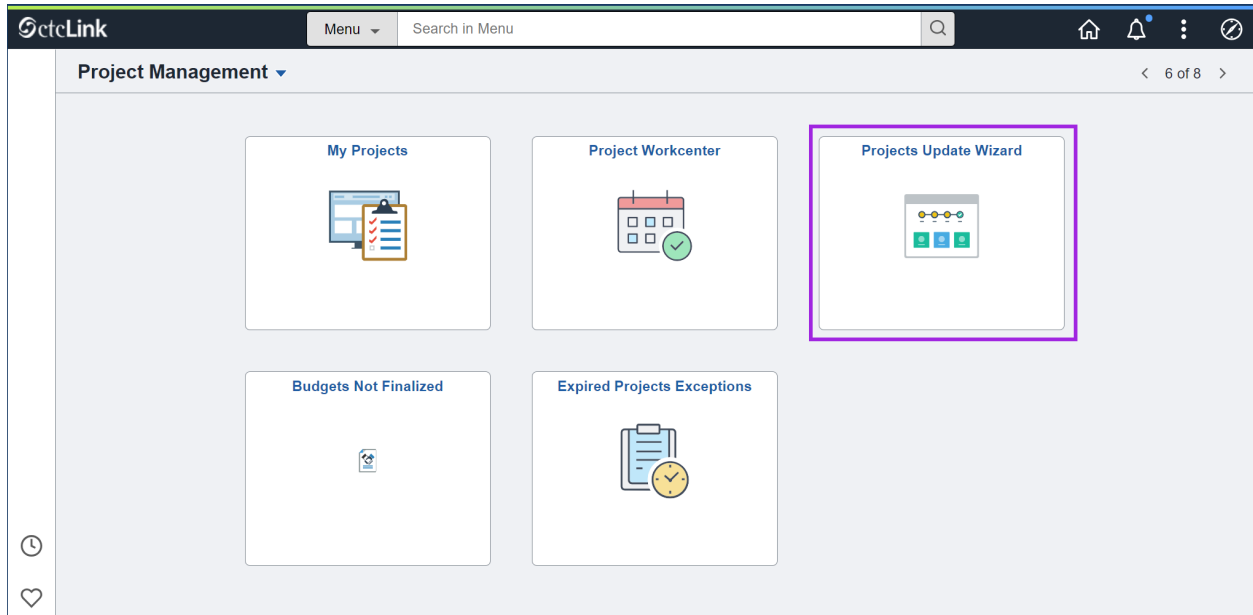**Image: Projects Update Wizard Tile on Project Management Fluid Home Page**
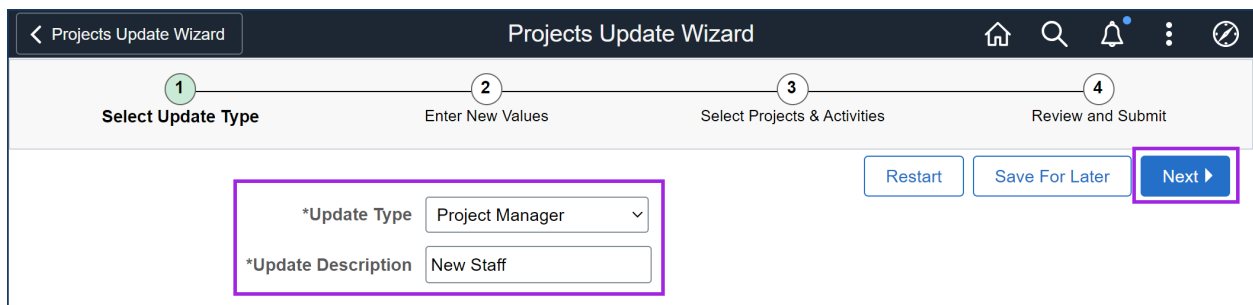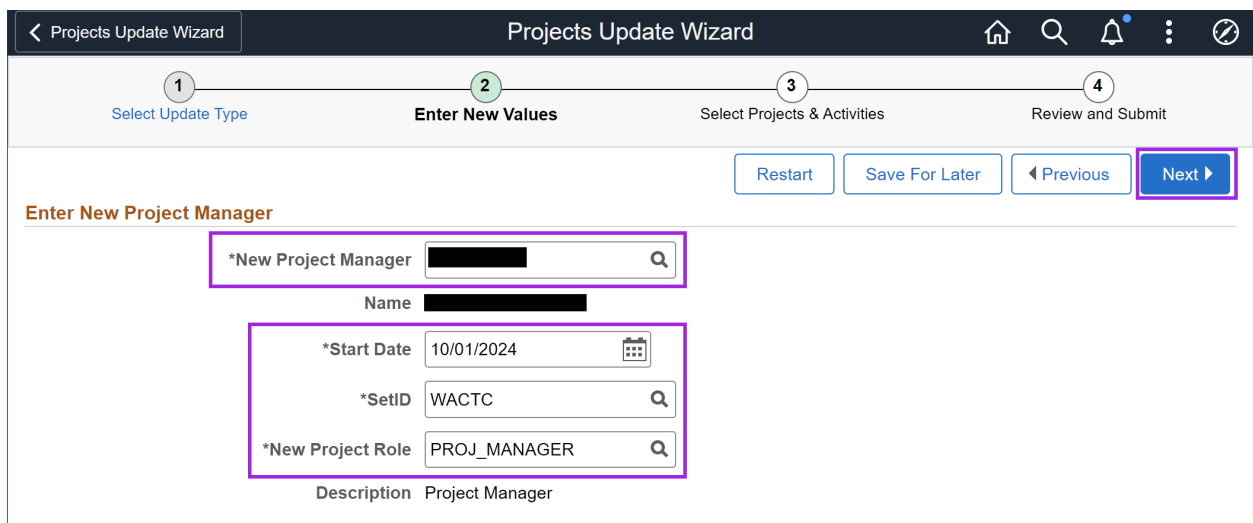

Image: Projects Update Wizard Step 1: Select Update Type

Image: Projects Update Wizard Step 2: Enter New Values

Image: Projects Update Wizard Step 3: Select Projects & Activities

Image: Projects Update Wizard Step 4: Review and Submit

Image: Projects Update Wizard: Confirmation of Success

| Business Unit ◇	Project ◇	Update Status ◇	Field Name ◇	Prior Value ◇	New Value ◇	Description ◇	Datetime processed ◇
WA000	0000007448	Success	PROJECT_MANAGER	▮▮▮▮▮▮▮▮			09/30/24 4:29:49.000000PM
WA000	0000008454	Success	PROJECT_MANAGER	▮▮▮▮▮▮▮▮			09/30/24 4:29:50.000000PM
WA000	0000008591	Success	PROJECT_MANAGER	▮▮▮▮▮▮▮▮			09/30/24 4:29:51.000000PM

QRG

[Projects Update Wizard](#)

Billing

Fluid Credit to Cash Operations Homepage

There is a new Fluid Homepage has been created for Accounts Receivable and Billing. This allows users to quickly perform certain tasks necessary for their roles. Billing Tiles include:

- Billing WorkCenter

- Bill Entry

- Billing Processes

- Billing Exceptions

Image: Credit to Cash Operations Fluid Home Page
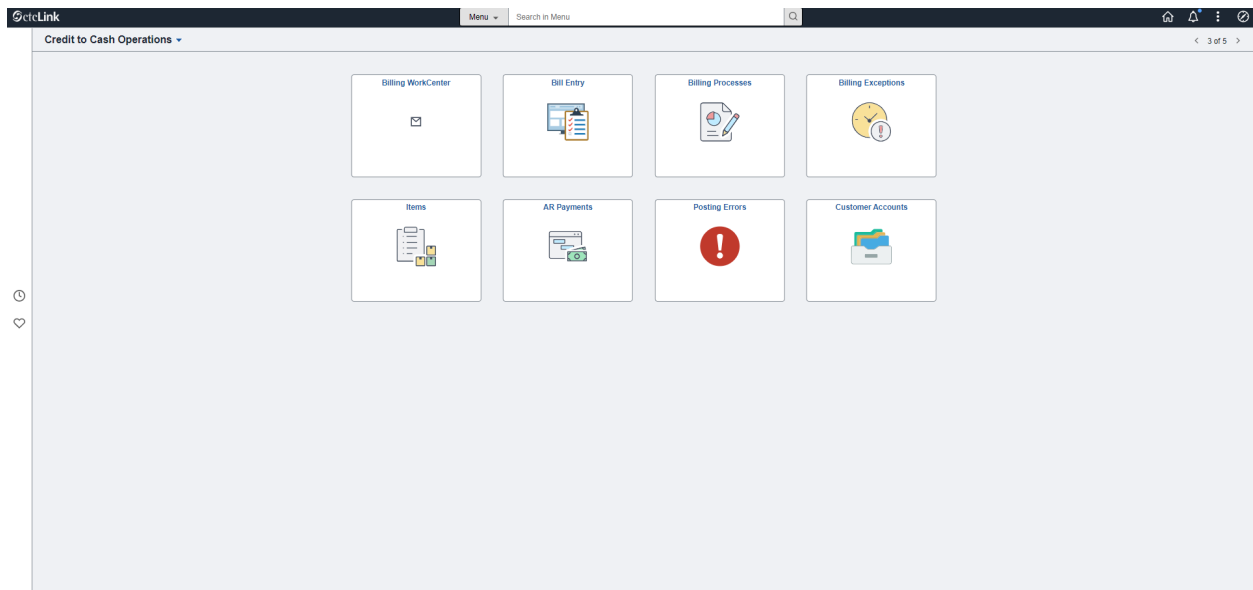
QRG

Using the Credit to Cash Operations Home Page

Fluid Tile: Billing WorkCenter

This Tile contains Billing WorkCenter, which is a role-based central navigational component that is designed to help users of the Billing application organize and streamline their workload.

Credit to Cash Operations Home Page > Billing WorkCenter

Image: Billing WorkCenter Fluid Tile

QRG

Use Billing WorkCenter

Fluid Tile: Bill Entry

The Bill Entry Fluid Tile contains pages that will be helpful for day-to-day operations. The following pages are accessible from the tile:

- Express Billing

- Standard Billing

- Adjust Entire Bill

- Copy Single Bill

Navigation

Credit to Cash Operations Home Page > Bill Entry

Image: Bill Entry Fluid Tile

QRG

To be provided later

Fluid Tile: Billing Processes

The Billing Processes Fluid Tile contains pages that will be helpful for day-to-day Bill processing. The following pages are accessible from the tile:

- Single Action Invoice

- Finalize and Print Invoices

- Create Accounting Entries

- Request Budget Check

- Reprint Invoices

- Load Invoices to AR

Navigation

Credit to Cash Operations Home Page > Billing Processes

Image: Billing Processes

QRG

To be provided later

Fluid Tile: Billing Exceptions

The Billing Exceptions Fluid Tile contains pages that will be helpful for correcting exceptions. The following pages are accessible from the tile:

- Correct Staged Acctg Errors

- Correct Budget Check Errors

- Correct Interface Errors

- Review Invoice Errors

Navigation

Credit to Cash Operations Home Page > Billing Exceptions

Image: Billing Exceptions Fluid Tile

QRG

To be provided later

Notification for Approved invoices to both the approver and requestor

The change is the Credit Invoice approval process. An additional notification is enabled. Following is the email that will be received by the requestor when an invoice goes through final approval.

Image: Credit Invoice email
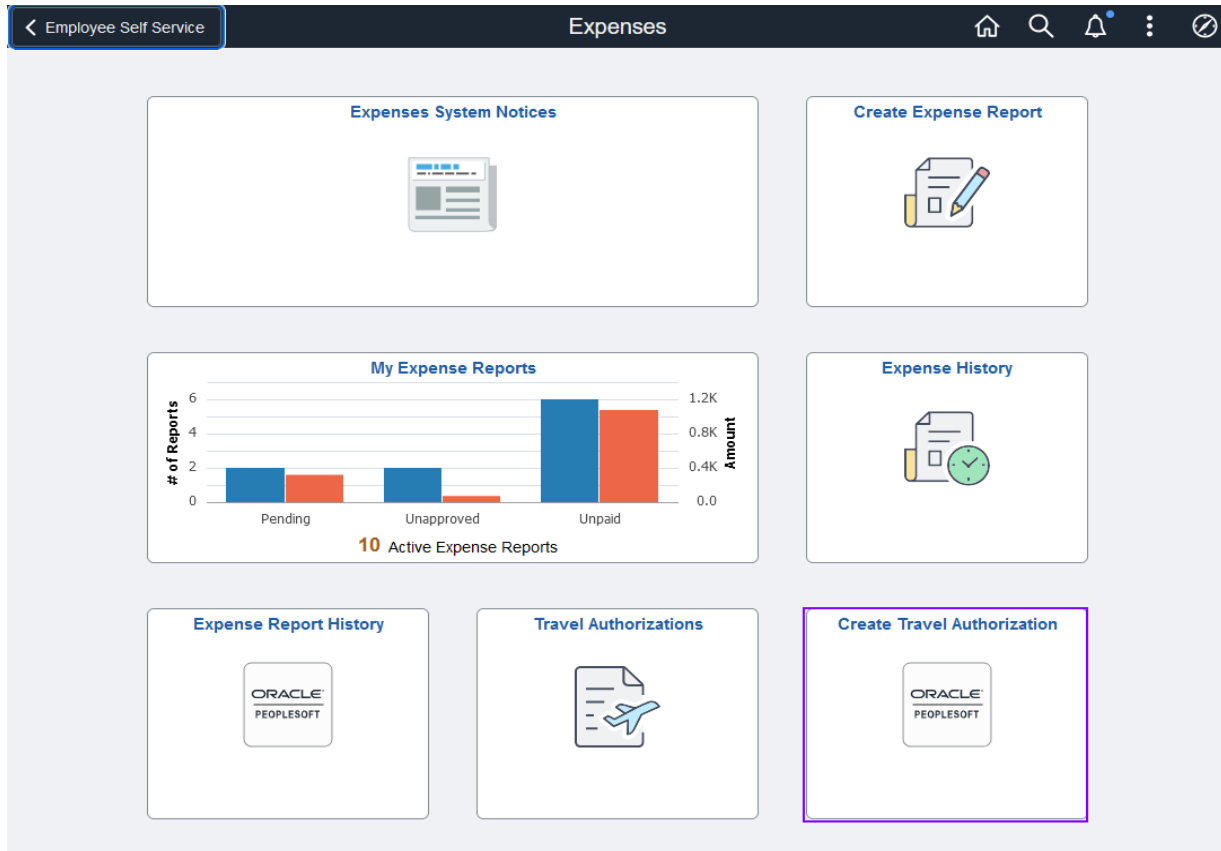
Travel and Expenses

Fluid Expenses Homepage Update

There is a new Create Travel Authorization tile added to the Expenses Fluid Homepage.

Navigation

Employee Self Service Fluid Home Page > Expenses > Create Travel Authorization

Image: Fluid Expenses Tiles

QRG

Creating Fluid Travel Authorizations

Fluid Travel Authorization Creation Now Has Quick-Fill

Enhanced Fluid Travel Authorizations to use the Quick Fill option that is available in Classic Travel Authorizations.

Navigation

Employee Self Service Fluid Home Page > Expenses > Create Travel Authorization

Image: 1 - Fluid Travel Authorization Creation Page, with Quick-Fill Option

Image: 1 - Fluid Travel Authorization Creation Page, with Quick-Fill Option

Image: 2 - Fluid Travel Authorization Quick-Fill Window
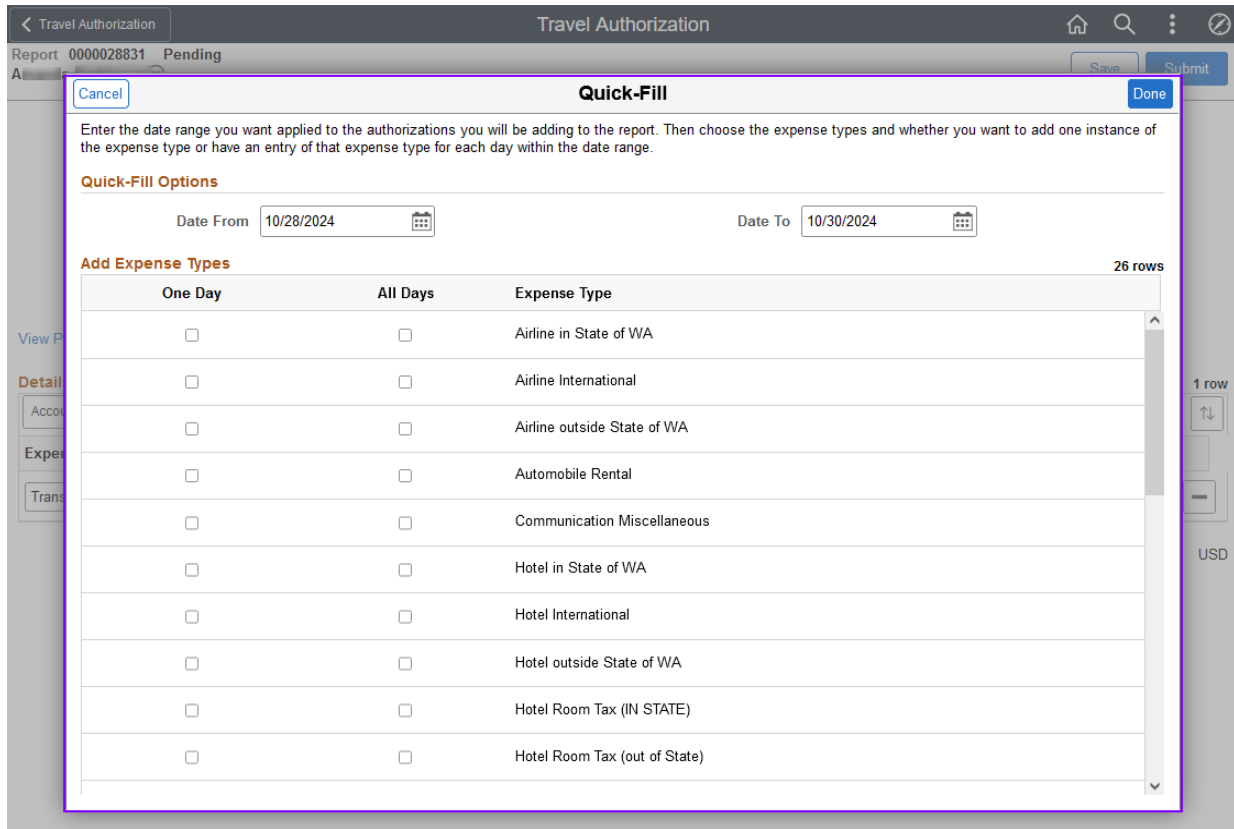
QRG

Adding Multiple TA Lines Using Quick-Fill

Enhanced the Fluid Create Expense Report Page

When Delegates or Authorized Expense users use the Fluid Create Expense Report page, there is a new Selection page added to the beginning of the process. Delegates must select either themselves or another employee on the Selection page before accessing the Create Expense Report page.

Navigation

Employee Self Service Fluid Home Page > Expenses > Create Expense Report

Image: Create Fluid Expense Report Employee Selection page

QRG

Create Fluid Expense Report

Enhanced the Fluid Expense Report Enhanced GPS Feature

Fluid Expenses GPS/automobile mileage Functionality has been improved. Addresses now pop up with auto-complete options. Fluid GPS functionality is BU Level Optional, so not all users will see this update.

Navigation

Employee Self Service Fluid Home Page > Expenses > Create Expense Report

Image: Fluid Expense Report Entry page, Displaying Transportation Mileage with Address Auto-Complete Options

QRG

Create Fluid Expense Report

Enhanced the Fluid Expense Report Receipt Split Function

Fluid Expense Report Receipt Split Function now creates new expense lines for the split items, making it easier on the user to delete a single line, without having to re-do the split items.

Navigation

Employee Self Service Fluid Home Page > Expenses > Create Expense Report

Image: Fluid Expense Report Receipt Split Window

Image: Fluid Expense Report Entry Page, with new Expense Lines from Receipt Split

QRG

Create Fluid Expense Report

Enhanced the Receipts Required Functionality

The Receipt Required Functionality has been improved in Classic as well as Fluid Expenses. Receipts Required is BU Level Optional, so you may not be required to attach receipts.

Navigation

Employee Self Service Fluid Home Page > Expenses > Create Expense Report or

Menu> Employee Self Service > Travel and Expenses > Expense Reports > Create/Modify

Image: Fluid Expense Report Entry page, Displaying Missing Receipt Error Flag. (A receipt needs to be added at the line level, or a comment needs to be entered.)

Image: Fluid Expense Report Entry page, Receipt Error Flags is gone, now that Receipt is attached at the line level.

Image: Classic Expense Report Entry Page, Displaying Missing Receipt Error Flag. (A receipt needs to be added at the line level, or a comment needs to be entered.)

Image: Classic Expense Report Entry Page, Receipt Error Flag is gone, now that Receipt is attached at the line level, with Description of 'Receipt' added. (red comment flag will not be gone).

QRG
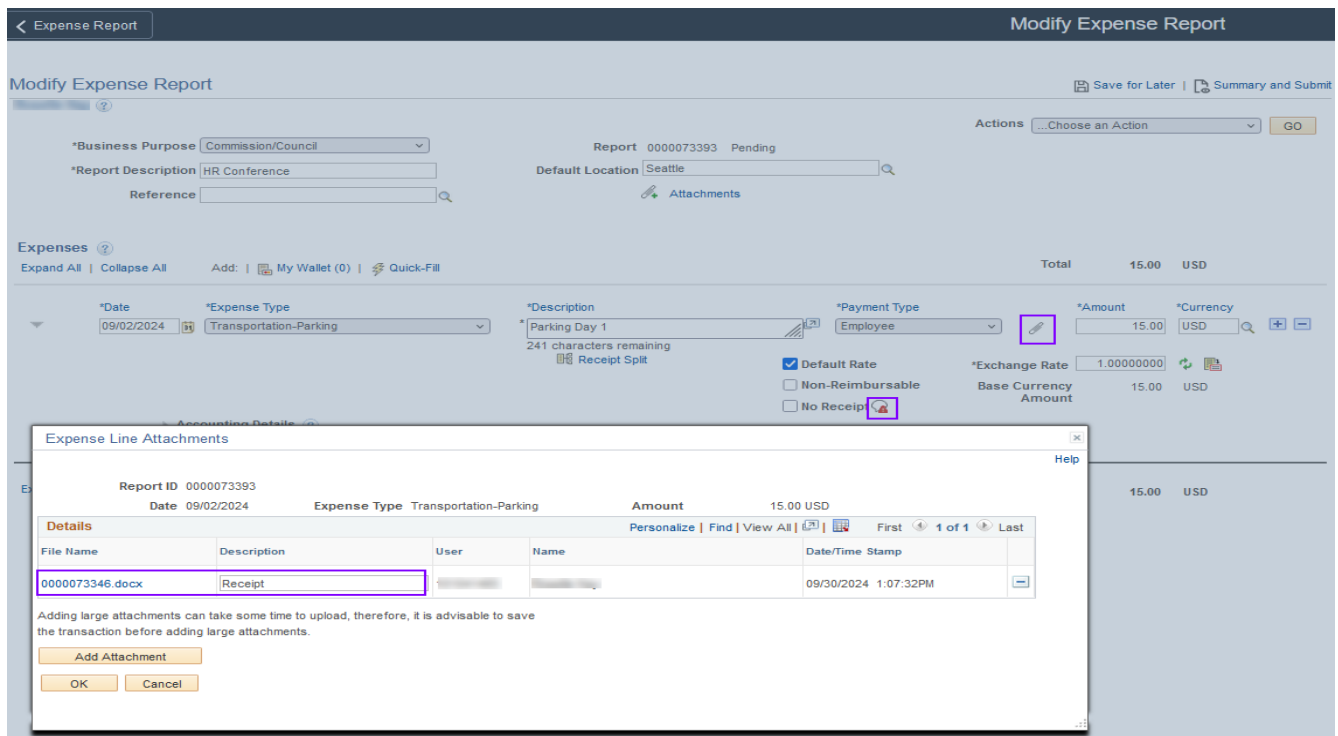
[Create Fluid Expense Report](#) and [Creating Expense Reports](#)

Fluid Approvals Displays New Information for Expenses

Enhanced the Pending Approvals-Expense Report page and the Expense Report - Summary page to display Expense Line Payment types and Denied lines

Navigation

Navbar > Approvals

Image: Fluid Approvals Expense Report Summary Page, Displaying Expense Type Payment Methods

Image: Fluid Approvals Expense Report Details Page, Displaying Denied Lines

QRG

Approving Expense Reports in Fluid

Update to Cancel Travel Authorization Page

Enhanced the Cancel Travel Authorization page, so that previously canceled TA's are grayed out and not able to be selected again (to prevent a process failure that locks up Expenses budget checking system wide).

Navigation

Menu > Travel and Expenses > Process Expenses > Cancel Travel Authorization

Image: Cancel Travel Authorizations Page

QRG

Canceling a Travel Authorization

Update to Staging Payments

Staging Expenses payments has been enhanced, to help prevent payments from being created under the wrong Expenses Profile, when Employees have multiple job records/profiles.

Navigation

Menu > Travel and Expenses > Process Expenses > Expense Processing

Image: Expenses Processing Page, ER's and CA's will not stage for payment and will appear 'stuck', if the Default Expenses Profile is changed after they are created (but not paid out).

QRG

Editing Employee EX Profiles

Enhancement – Escheatment Functionality for Travel and Expenses Payments

Escheating Payments is now available for Expense payments in A/P. And the Expenses Processing Page has been updated to include Escheat Payments.

Navigation

Menu > Accounts Payable > Payments > Cancel/Void Payments > Escheat Payments and

Menu > Travel and Expenses > Process Expenses > Expense Processing

Image: When performing 1ˢᵗ part in A/P for T&E payments, there is a Pop-up Warning
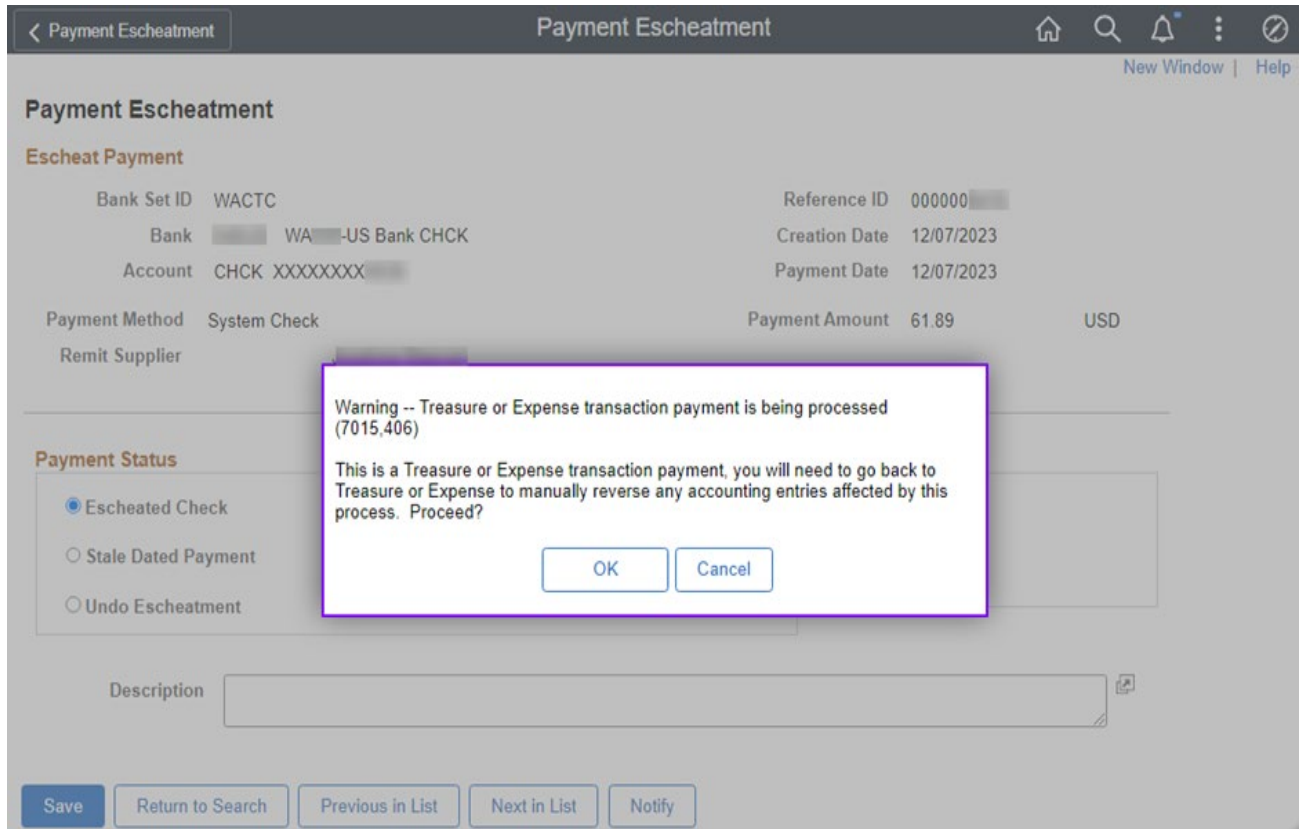
Image: 2nd part – Select Escheat Payments in Expenses Processing Page

QRG

[Processing Escheated Payments](#)

Preferred Name Added to FSCM

FSCM Expenses now supports Preferred Name. The Preferred Name fields in EX profiles are updated by Integration Broker when there is a name update in HCM. There is currently a sync issue when Names are updated in HCM (including adding new employees), and some of the EX profile name fields will be blank and will require a manual update directly in the EX profile.

Navigation

Menu > Travel and Expenses > Manage Employee Information > Update Employee Detail

Image 1: Expenses Employee Profile with Blank fields. Notice New Preferred Name and Display Name (required) fields

Image 2: Expenses Employee Profile with Name Fields Manually Populated directly into the Expenses Profile (Preferred Last Name is not necessary to populate, if employee is only using a Preferred First Name).

| Employee Data | Organizational Data | User Defaults | Bank Accounts | Corporate Card Information | Transportation Information |

Jennifer Smith

Employee Information

*Last Name	Smith	*First Name	Jennifer	Middle Name	
Preferred Last Name		Preferred First Name	Jenny	Preferred Middle Name	
*Display Name	Jenny Smith				
Telephone	999/555-1212				

Employee Base:
○ Home
◉ Office

QRG

Editing Employee Name Data (Including Preferred Name)

Asset Management

Asset Management Homepage and Fluid WorkCenter

Image 50 added an Asset Management (AM) Homepage that has an AM Fluid WorkCenter tile. We included everything in the AM Fluid WorkCenter possible, to ensure users can access what they need and use frequently from the AM Fluid WorkCenter.

The AM Fluid WorkCenter includes new pages that provide access to additional functions, views, queries, and reports. The AM Fluid WorkCenter contains pages in the previous AM WorkCenter that are in different sections and/or renamed.

Navigation

Asset Management Homepage> Asset Management WorkCenter Tile

Image: Asset Management Homepage and Asset Management WorkCenter tile
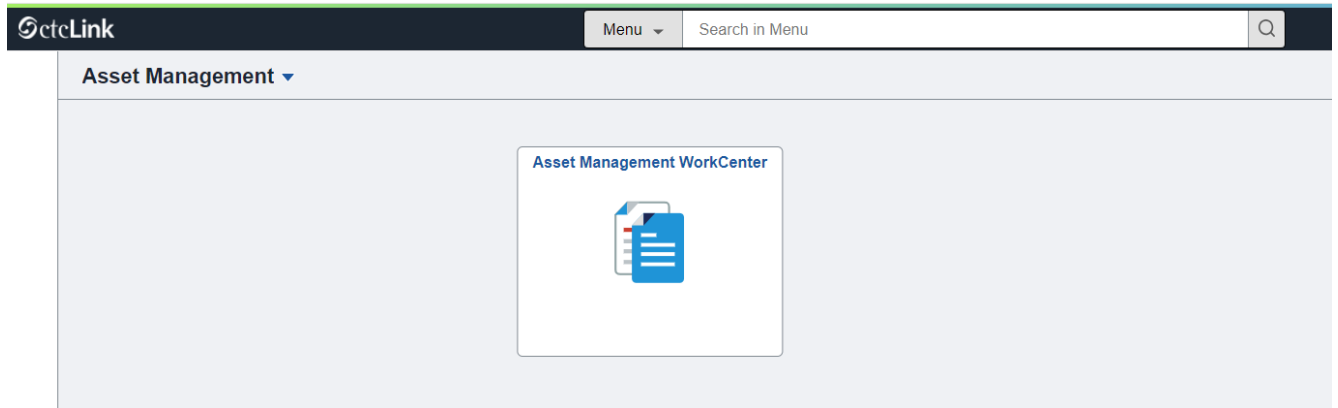
Image: Asset Management WorkCenter
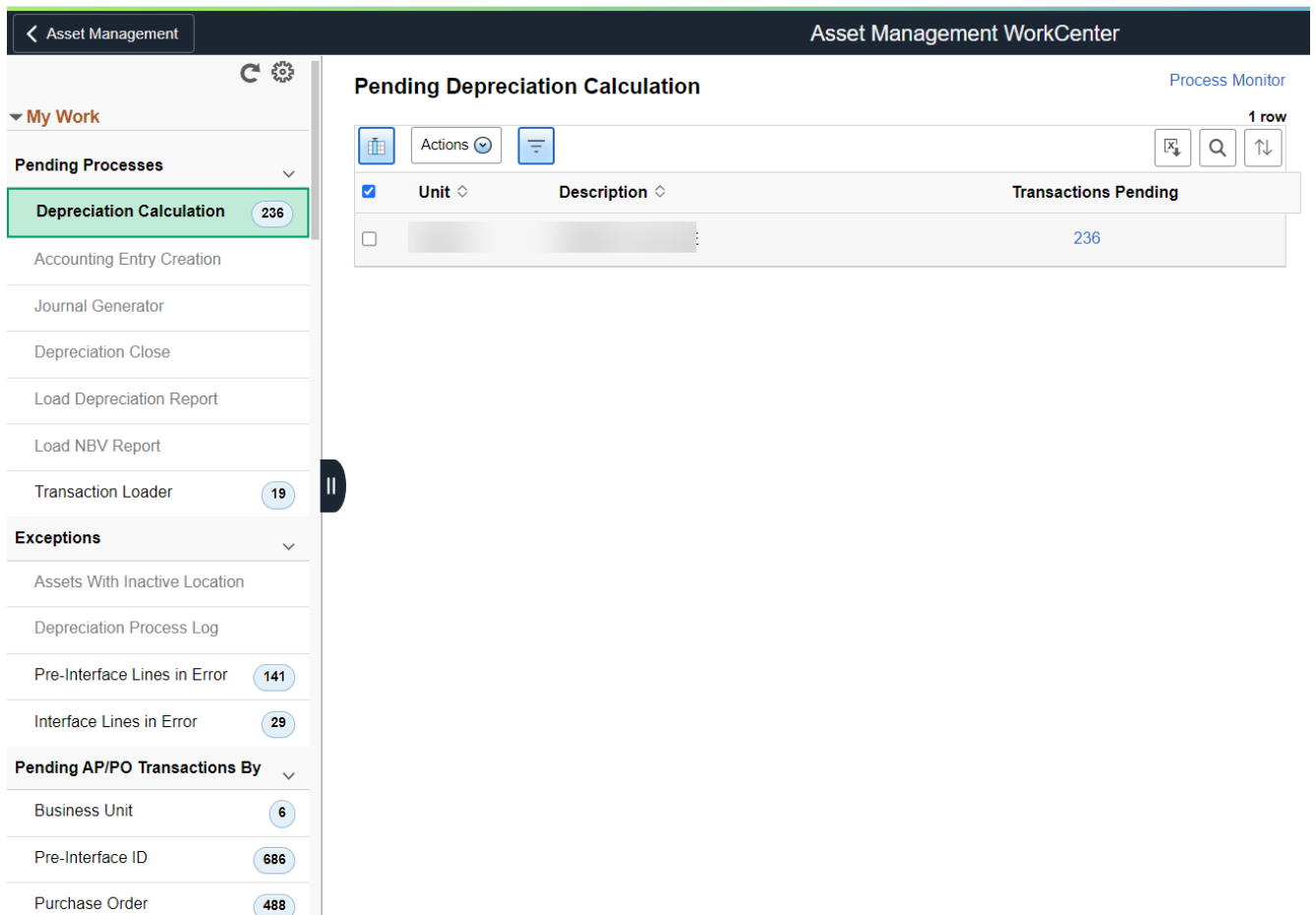
To help users become acquainted with the additions and changes in the AM Fluid WorkCenter, the table below contains the headers, sections, and pages in the AM Fluid WorkCenter on the left. On the right, it explains if the header, section, or page is new, renamed (along with the prior name), and/or which header/section it was in previously. Also, a brief explanation of NEW pages is provided, recognizing pages marked as "NEW" may not be new to a user if they added, for example, a query to their existing WorkCenter.

WorkCenter pagelets, sections, and pages	New page, former name, and/or section change
My Work	No Change
Pending Processes	New heading/section
Depreciation Calculation	Formerly in the Work Items section with the name "Pending Depreciation Calculation"
Accounting Entry Creation	Formerly in the Work Items section with the name "Pending Accounting Entry Creation"
Journal Generator	Formerly in the Work Items section with the name "Pending Journal Generator"
Depreciation Close	Formerly in the Processing section of Reports/Processes with the name "Close Depreciation/Create Depr Entries"
Transaction Loader	Formerly in the Work Items section with the name "Business Unit Transaction Loader"
Exceptions	New heading/section
Assets with Inactive Location	NEW: Assets with a location that is inactive
Depreciation Process Log	NEW: Log of depreciation processing
Pre-Interface Lines in Error	Formerly in Work Items section (AP/PO)
Interface Lines in Error	Formerly in Work Items section (Excel to CI)
Pending AP/PO Transactions By	New heading/section for AP/PO Only
Business Unit	Formerly in the Work Items section with the name "Business Unit AP/PO Transactions"
System Source	NEW: List of pending AP/PO transactions by system source
Voucher	NEW: List of pending AP/PO transactions by Voucher ID
Purchase Order	NEW: List of pending AP/PO transactions by Purchase Order
Receipt	NEW: List of pending AP/PO transactions by Receiver ID
Pre-Interface ID	NEW: List of pending AP/PO transactions by Pre-interface ID
Links	No Change
Manage Assets	New heading/section
Search for An Asset	Formerly in the Work Items section
Express Add	Formerly in the Work Items section
Basic Add	NEW: Add additional information to Express Add

WorkCenter pagelets, sections, and pages	New page, former name, and/or section change
Define Tax/Depr Criteria	NEW: In-service date & data that determines asset depreciation (e.g., useful life, etc.)
Cost Adjust/Transfer Asset	NEW: Adjust, Recategorize, and Transfer an asset
Retire/Reinstate Asset	Formerly in the Work Items section
Disposal Worksheet	Formerly in the Work Items section
Define Asset Operational Info	NEW: Asset list by Asset ID, Tag#, Asset Type, Description, etc.
Asset Review	New heading/section
Review Financial Entries	NEW: List of transactions by date by asset
Asset Depreciation	NEW: Asset depreciation by year and period, and net book value by asset
Review Asset Journals	NEW: Asset ChartFields and accounting entries by Journal ID
Review Cost	NEW: Cost and ChartField history by asset
Cost and Depreciation Summary	NEW: Net book value, depreciation activity, and cost activity by fiscal year and period for an individual asset
Review Book	NEW: Asset book history for an individual asset
General Links	No Change
Review Open Transactions	No Change
Change/Delete Pending Trans	No Change
Search Audit Logs	No Change
Queries	No Change
Query Manager	No Change
Asset Queries	No Change
Converted Asset Validation	No Change
Depreciation Validation	No Change
AM Accounting Line Exceptions	No Change
Queries	No Change
Asset With Inactive ChartField	NEW: List of Asset IDs with an inactive ChartField
Asset Scan History – Most Recent	NEW: Most recent asset scan history by Asset ID or Tag #
Asset Scan History	NEW: Complete scan history by Asset ID/Tag #
Assets With Inactive Location	NEW: List of Asset IDs with inactive locations
PC/AM Reconciliation	New: Excel to CI – Project and activity with Transaction and Accounting dates by Asset ID
AP/AM Reconciliation	NEW: AP/PO Only – PO and receipt number by pending asset
PO/AM Reconciliation	NEW: AP/PO Only - PO date, receipt #, and date by asset description

WorkCenter pagelets, sections, and pages	New page, former name, and/or section change
Asset Cost Data	NEW: Asset cost, location, in-service date, and tag # by Asset ID
AM Accounting Line Detail	New: Asset transactions in the GL by Asset ID and Journal ID
Asset Depreciation by Acct Prd	Depreciation by Asset ID, Fiscal Year, & Accounting Period
Asset Classes	List of Asset Classes & their descriptions in AM
Asset Location Definitions	List of Locations, descriptions, and addresses by Business Unit
Asset Profile Information	List of Profile IDs, descriptions, asset class, asset type, useful life, and capitalized/noncapitalized status
Pivot Grids	New heading/section
Acctg Entry not Journal Gen	NEW: Graphs & lists Asset IDs not journal generated
Asset Acquisition by Category	NEW: Graphs & lists Asset IDs & total $ value by Category
Asset Cost by Acquisition Code	NEW: Graphs & lists Asset IDs & total cost by Acquisition Code (purchased, donated, etc.)
Asset Depreciation by Category	NEW: Graphs & lists Asset IDs & total depreciation cost by Category
Asset Retirements by Category	NEW: Graphs & lists Asset IDs & total retirement cost by Category
Monitor-Manager	No Change
Process Monitor	No Change
Report Manager	No Change
Reporting	No Change
Load Depr Reporting Table	No Change
Load Net Book Value Table	No Change
Depreciation Activity Report	No Change
Asset Net Book Value Report	No Change
Asset Acquisition Reports	No Change
Accounting Entry	No Change

Transaction Reversal and Review Transaction Reversal were removed from General Links, because these functions are not set up ctcLink. Also, the Processing section was removed from Reports/Processes, because those pages are in the Pending Processes section of My Work.

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Using AM Workcenter

Washington State Board for Community and Technical Colleges