



# Financials and Supply Change Management Image 50 Overview

October 2024

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# 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

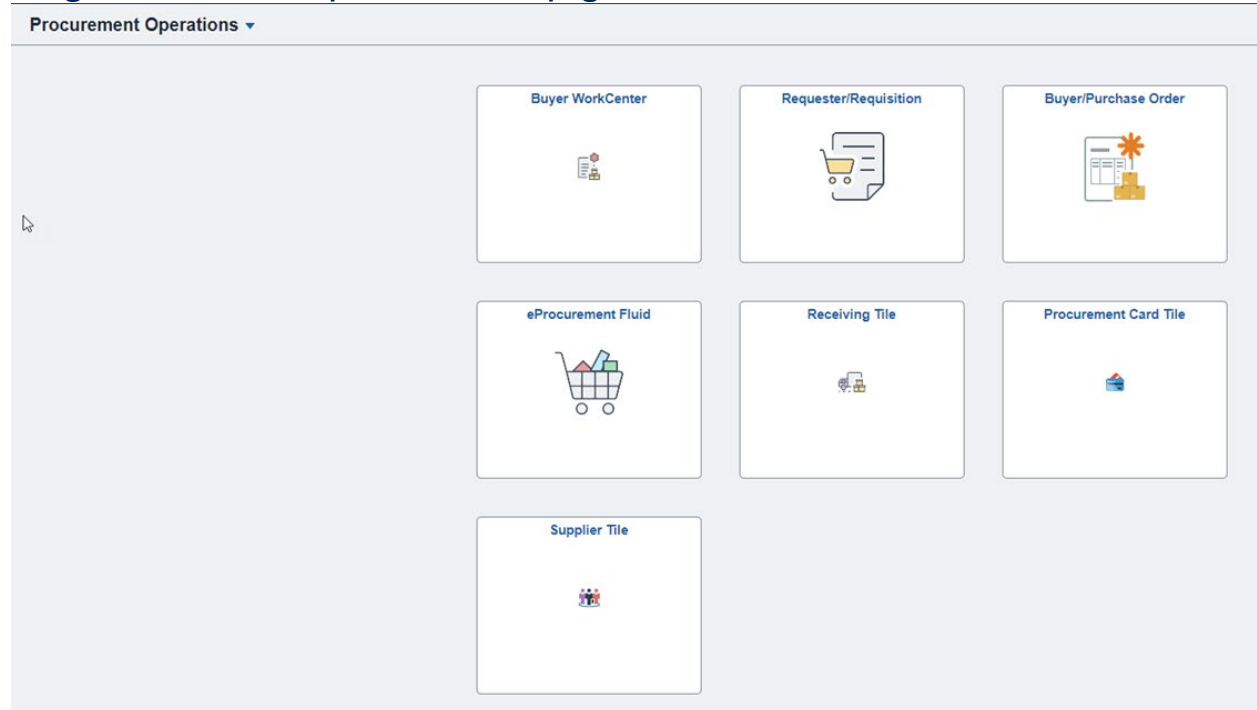


Image: Buyer WorkCenter – no changes, just a tile



Image: Requester/Requisition Tile/ Nav Collection

The screenshot shows a web application interface for "Requester/Requisition". At the top, there is a dark header bar with a back arrow and "Procurement Operations" on the left, and "Requester/Requisition" on the right. Below the header is a navigation menu on the left with a green highlight on "Requester's Workbench". The main content area is titled "Requester's WorkBench" and contains a search form. The search form includes a "Find an Existing Value" button and an "Add a New Value" button. Below these are search criteria fields: "\*Business Unit" with a dropdown set to "=" and a text input containing "WA000"; "WorkBench ID" with a "begins with" dropdown and an empty text input; and "Description" with a "begins with" dropdown and an empty text input. There is also a "Case Sensitive" checkbox which is unchecked. At the bottom of the search form are "Search" and "Clear" buttons, along with "Basic Search" and "Save Search Criteria" links. At the very bottom of the main content area, there are links for "Find an Existing Value" and "Add a New Value".

Image: Buyer/Purchase Order Tile/Nav Collection

The screenshot shows a web application interface for "Buyer/Purchase Order". At the top, there is a dark header bar with a back arrow and "Procurement Operations" on the left, and "Buyer/Purchase Order" on the right. Below the header is a navigation menu on the left with a green highlight on "Buyer's Workbench". The main content area is titled "Buyer's WorkBench" and contains a search form. The search form includes a "Find an Existing Value" button and an "Add a New Value" button. Below these are search criteria fields: "\*Business Unit" with a dropdown set to "=" and a text input containing "WA000"; "WorkBench ID" with a "begins with" dropdown and an empty text input; and "Description" with a "begins with" dropdown and an empty text input. There is also a "Case Sensitive" checkbox which is unchecked. At the bottom of the search form are "Search" and "Clear" buttons, along with "Basic Search" and "Save Search Criteria" links. At the very bottom of the main content area, there are links for "Find an Existing Value" and "Add a New Value".

## Image: eProcurement Fluid Tile

The screenshot shows the 'eProcurement Fluid Tile' interface. The top navigation bar includes 'Procurement Operations' and 'eProcurement Fluid Tile'. The left sidebar has a 'Manage Requisitions' menu item. The main content area is titled 'Manage Requisitions' and contains a search form. The search form has the following fields: Business Unit (WA000), Requisition Name, Requisition ID, Request State (All but Complete), Budget Status, Date From (09/04/2024), Date To (09/11/2024), Requester (101028522), and Entered By. There are 'Search' and 'Clear' buttons, and a 'Show Advanced Search' link. Below the search form, a message states: 'The Requester specified has no Requisitions.' At the bottom, there are links for 'Create New Requisition', 'Review Change Request', 'Review Change Tracking', 'Manage Receipts', and 'Requisition Report'.

## Image: Receiving Tile/Nav Collection

The screenshot shows the 'Receiving Tile' interface. The top navigation bar includes 'Procurement Operations' and 'Receiving Tile'. The left sidebar has a 'Add/Update Receipts' menu item. The main content area is titled 'Receiving' and contains a form for adding or updating receipts. The form has the following fields: Business Unit (WA000), Receipt Number (NEXT), and PO Receipt (checked). There is an 'Add' button. Below the form, there are links for 'Find an Existing Value' and 'Add a New Value'.

## Image: Procurement Card Tile/Nav Collection

The screenshot shows the 'Procurement Card Tile' interface. The top navigation bar includes 'Procurement Operations' and 'Procurement Card Tile'. The left sidebar has a 'Procurement Card Processing' menu item. The main content area is titled 'Load ProCard Stage' and contains a form for loading ProCard stages. The form has the following fields: Search by: Run Control ID begins with (with a text input field), and Case Sensitive (unchecked). There are 'Search' and 'Advanced Search' buttons. Below the form, there are links for 'Find an Existing Value' and 'Add a New Value'.

## Image: Supplier Tile/Nav Collection

Procurement Operations Supplier Tile

**Add/Update Supplier**

Review Suppliers

Supplier Audit Inquiry

### Supplier Information

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

**Find an Existing Value** | Keyword Search | Add a New Value

▼ **Search Criteria**

SetID =  🔍

Supplier ID begins with

Persistence =

Short Supplier Name begins with  🔍

Our Customer Number begins with  🔍

Supplier Name begins with  🔍

Include History  Correct History  Case Sensitive

**Search** | Clear | Basic Search | Save Search Criteria

Find an Existing Value | Keyword Search | Add a New Value

## 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

	*Status	Transaction Amount	Currency	Attachment Reviewed	Budget Status	Chartfield Status
1	<input type="text" value="Staged"/>	131.23	USD	<input type="checkbox"/>	Not Chk'd	Valid
2	<input type="text" value="Staged"/>	47.28	USD	<input type="checkbox"/>	Not Chk'd	Valid
3	<input type="text" value="Staged"/>	21.00	USD	<input type="checkbox"/>	Not Chk'd	Valid
4	<input type="text" value="Staged"/>	99.13	USD	<input type="checkbox"/>	Not Chk'd	Valid
5	<input type="text" value="Staged"/>	30.48	USD	<input type="checkbox"/>	Not Chk'd	Valid

# 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

Unit WA [redacted] Journal ID 0000508908 Date 09/23/2024 Submit

Approval Status

Unit WA [redacted]  
Approval Check Active Y  
Approval Status None  
Approval Action Approve  
Deny Comments [text area]  
254 characters remaining

Journal Approval

Unit WA [redacted] ID 0000508908, Date 2024-09-23, Line Unit WA [redacted]: Approved

Journal Approval

Approved [redacted] at 09/23/24 - 10:24 AM  
Skipped [redacted] at 09/23/24 - 10:18 AM

Comments

[redacted] at 09/23/24 - 10:24 AM  
test 1 2 3  
System at 09/23/24 - 10:18 AM  
Requester (1010 [redacted]) is approver on step number 1, path 1, stage 1, which has self-approval disabled! (18081,1031)

Approval History

Thread ID	Definition ID	Effective Date	Requester	Stage	Path	Step Number	Step Status	Approver	Approval Status	Datetime
79198	WACTC	01/04/1901	1010 [redacted]	1	1	1.00	Approved	1010 [redacted]	Approved	09/23/2024 10:24:44.000000AM
79198	WACTC	01/04/1901	1010 [redacted]	1	1	1.00	Approved	1010 [redacted]	Bypassed	09/23/2024 10:24:44.000000AM
79198	WACTC	01/04/1901	1010 [redacted]	1	1	1.00	Approved	1010 [redacted]	Skipped	09/23/2024 10:18:17.000000AM
79198	WACTC	01/04/1901	1010 [redacted]	1	1	1.00	Approved	1010 [redacted]	Bypassed	09/23/2024 10:24:44.000000AM

Save Return to Search Previous in List Next in List Notify Refresh Add Update/Display

### 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

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

### Image: Create/Update Journal Entries

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
W4000	2	10.00	10.00	N	N

## QRG

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

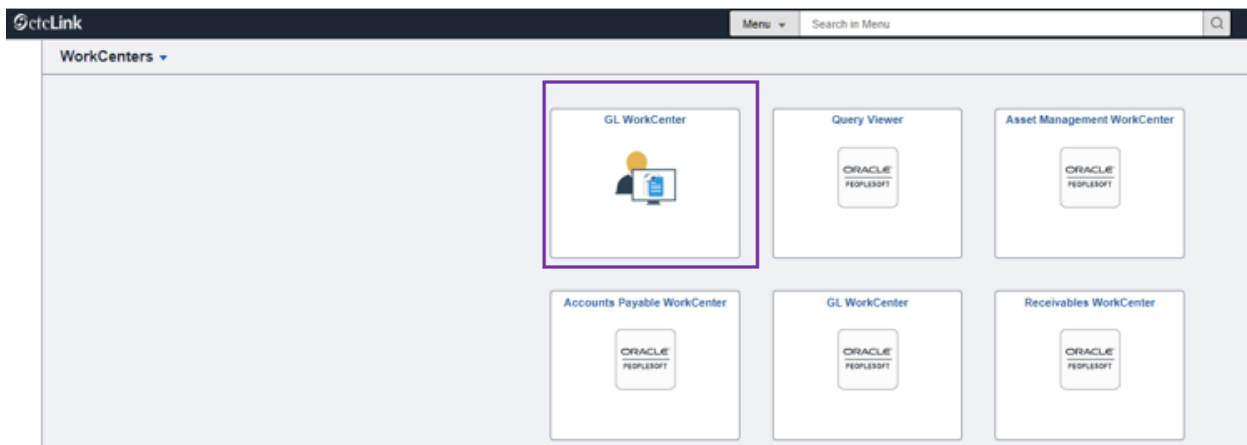
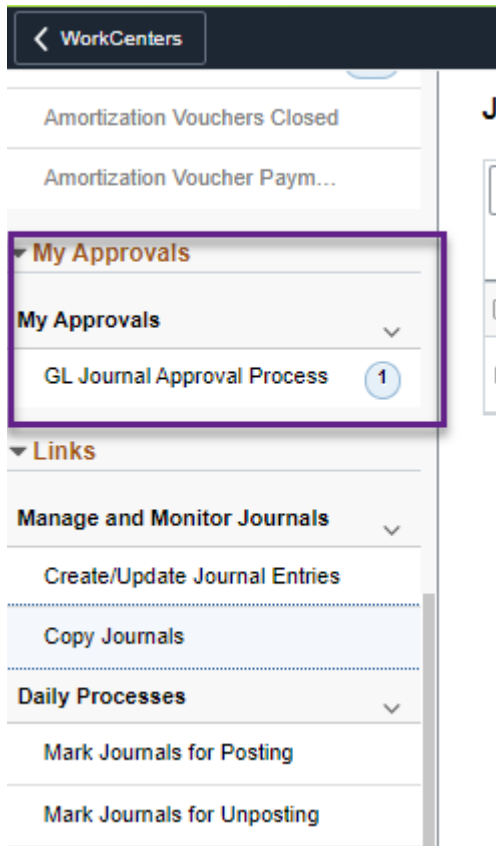


Image: WorkCenters My Approvals > GL Journal Approval Process



## QRG

To be provided later

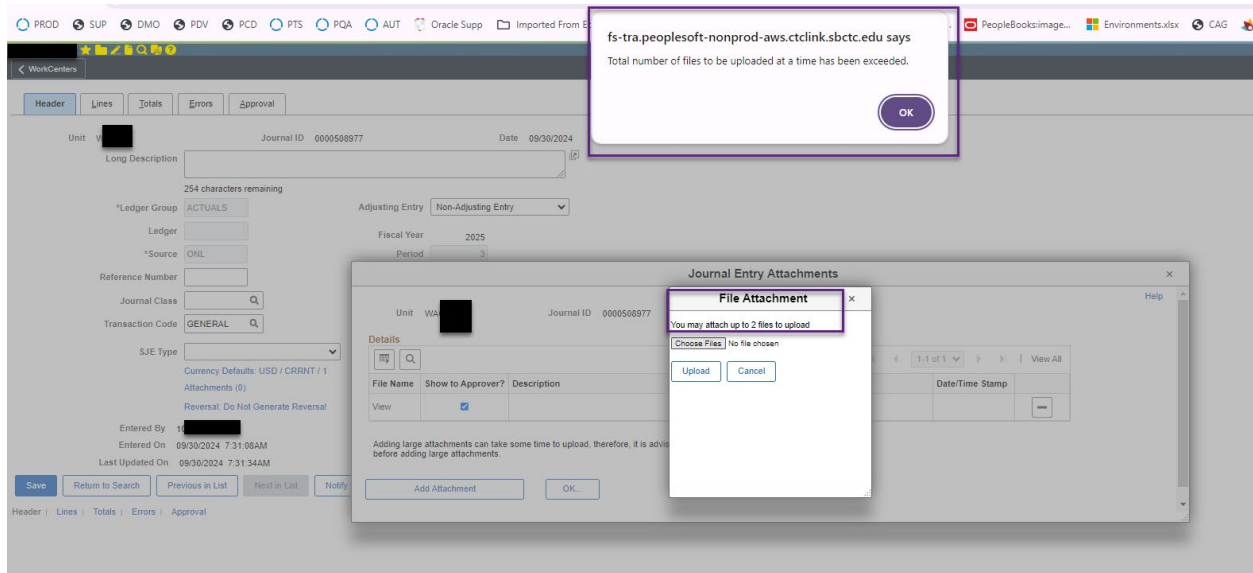
## Enhancement - Multiple Attachments to Journals in Classic

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](#)

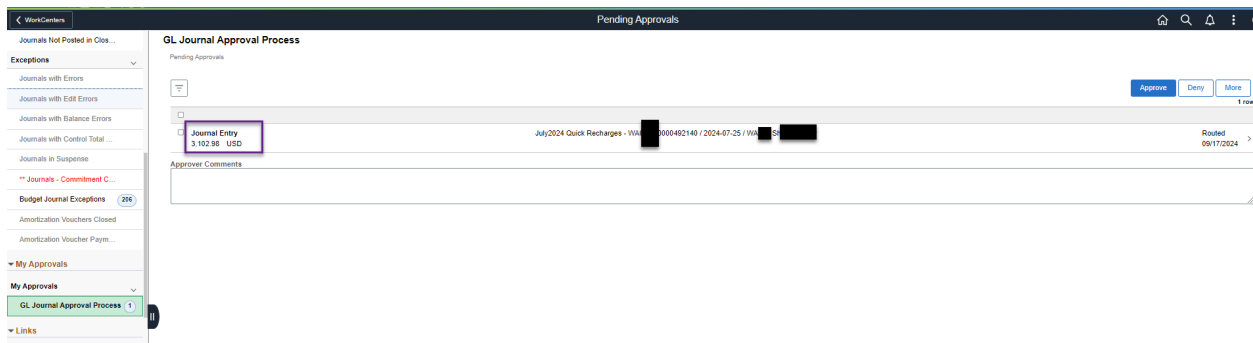
## Feature - Ability to Edit Journal from Fluid Approval Page

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

**GL Journal Approval Process**

July 2024 Quick Recharges  
3,162.98 USD

Summary

Business Unit: [REDACTED] Journal ID: 0006492140  
Journal Date: 07/25/24 Line Business Unit: [REDACTED]  
Ledger Group: ACTUALS Year / Period: 2025 / 1  
Entered on: 07/25/24

Attachments

View Attachments (1)

Line	Amount	Stat Amount	Stat Code	An Type	Ledger	Account	Operating Unit	Fund Code	Appropriation Index	Department	Class Field	State Purpose	PC Business Unit	Project
1 Jul 2024	-1,551.49 USD	0			LOCAL	4030060	[REDACTED]	440		14542	255	N		
2 0724.001	10.94 USD	0			LOCAL	5081090	[REDACTED]	149		10001	001	N		
3 0724.001	17.20 USD	0			LOCAL	5081090	[REDACTED]	149		21174	018	N		

## 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

**GL Journal Approval Process**

July 2024 Quick Recharges  
3,162.98 USD

Summary

Business Unit: [REDACTED] Journal ID: 0006492140  
Journal Date: 07/25/24 Line Business Unit: [REDACTED]  
Ledger Group: ACTUALS Year / Period: 2025 / 1  
Entered on: 07/25/24

Attachments

View Attachments (1)

Line	Amount	Stat Amount	Stat Code	An Type	Ledger	Account	Operating Unit	Fund Code	Appropriation Index	Department	Class Field	State Purpose	PC Business Unit	Project
1 Jul 2024	-1,551.49 USD	0			LOCAL	4030060	[REDACTED]	440		14542	255	N		
2 0724.001	10.94 USD	0			LOCAL	5081090	[REDACTED]	149		10001	001	N		
3 0724.001	17.20 USD	0			LOCAL	5081090	[REDACTED]	149		21174	018	N		

## Image: View Journal Lines

View Journal Lines

Business Unit: [REDACTED] Journal ID: 000402140  
 Journal Date: 07/25/2024 Line Business Unit: [REDACTED]  
 Ledger Group: ACTUALS

Journal Lines 72 rows

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 Amt	Stat Amt	Budget Date	Reference	Journal Line Description	PC Status
1	WA	LOCAL		-1551.49	4030000		448		14542	255	N													07/25/2024	JUL 2024	JUL 2024	N
2	WA	LOCAL		10.94	5081000		149		10001	081	N													07/25/2024	JUL 2024	0724.001	N
3	WA	LOCAL		17.20	5081000		149		21174	010	N													07/25/2024	JUL 2024	0724.001	N
4	WA	LOCAL		126.00	5081000		149		21400	011	N													07/25/2024	JUL 2024	0724.002	N
5	WA	LOCAL		14.80	5081000		149		21174	010	N													07/25/2024	JUL 2024	0724.002	N
6	WA	LOCAL		76.50	5081000		149		14200	094	N													07/25/2024	JUL 2024	0724.003	N
7	WA	LOCAL		10.00	5081000		149		21120	011	N													07/25/2024	JUL 2024	0724.003	N
8	WA	LOCAL		11.00	5081000		149		21472	011	N													07/25/2024	JUL 2024	0724.004	N
9	WA	LOCAL		170.00	5081000		149		21200	011	N													07/25/2024	JUL 2024	0724.004	N

## QRG

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

Drill to Source

Chartfields

Account	Fiscal Year	Accounting Period
5030010	2024	1

Distributed amount: \$21,279.65    Not Distributed amount: \$0.00    Base Currency: USD

Details

Voucher	Descr	Vchr Line	Distrib Line	Amount	Currency	Base Amount	Currency	Distribution Status	GL Business Unit	Journal ID	Journal Date	GL Journal Line Number	Document Type	Journal Code	Doc Sequence #	Doc Seq Date	Unit	Acqy Date	Account	Fun Coc
00010316	Expense Distribution	1	1	30.24	USD	30.24	USD	D	WA	AP00338427	07/06/2023	172					WA	07/06/2023	5030010	149
00010317	Expense Distribution	23	1	141.56	USD	141.56	USD	D	WA	AP00338427	07/06/2023	250					WA	07/06/2023	5030010	522
00010317	Expense Distribution	24	1	51.26	USD	51.26	USD	D	WA	AP00338427	07/06/2023	250					WA	07/06/2023	5030010	522
00010317	Expense Distribution	25	1	467.93	USD	467.93	USD	D	WA	AP00338427	07/06/2023	159					WA	07/06/2023	5030010	149
00010317	Expense Distribution	35	1	156.00	USD	156.00	USD	D	WA	AP00338427	07/06/2023	175					WA	07/06/2023	5030010	570
00010317	Expense Distribution	13	1	46.83	USD	46.83	USD	D	WA	AP00338427	07/06/2023	256					WA	07/06/2023	5030010	522
00010317	Expense Distribution	14	1	494.33	USD	494.33	USD	D	WA	AP00338427	07/06/2023	241					WA	07/06/2023	5030010	522
00010317	Expense Distribution	19	1	138.73	USD	138.73	USD	D	WA	AP00338427	07/06/2023	212					WA	07/06/2023	5030010	148
00010317	Expense Distribution	20	1	126.62	USD	126.62	USD	D	WA	AP00338427	07/06/2023	212					WA	07/06/2023	5030010	148
00010317	Expense Distribution	21	1	15.58	USD	15.58	USD	D	WA	AP00338427	07/06/2023	246					WA	07/06/2023	5030010	522

## QRG

### Using the GL Reconciliation Inquiry

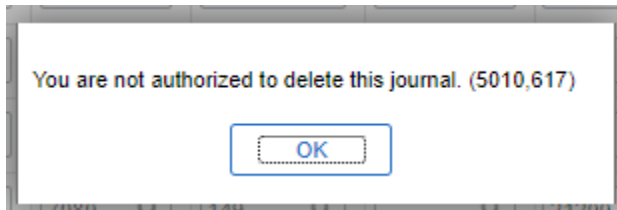
## New Error Message to Notify Users They Cannot Delete Others' Journals

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

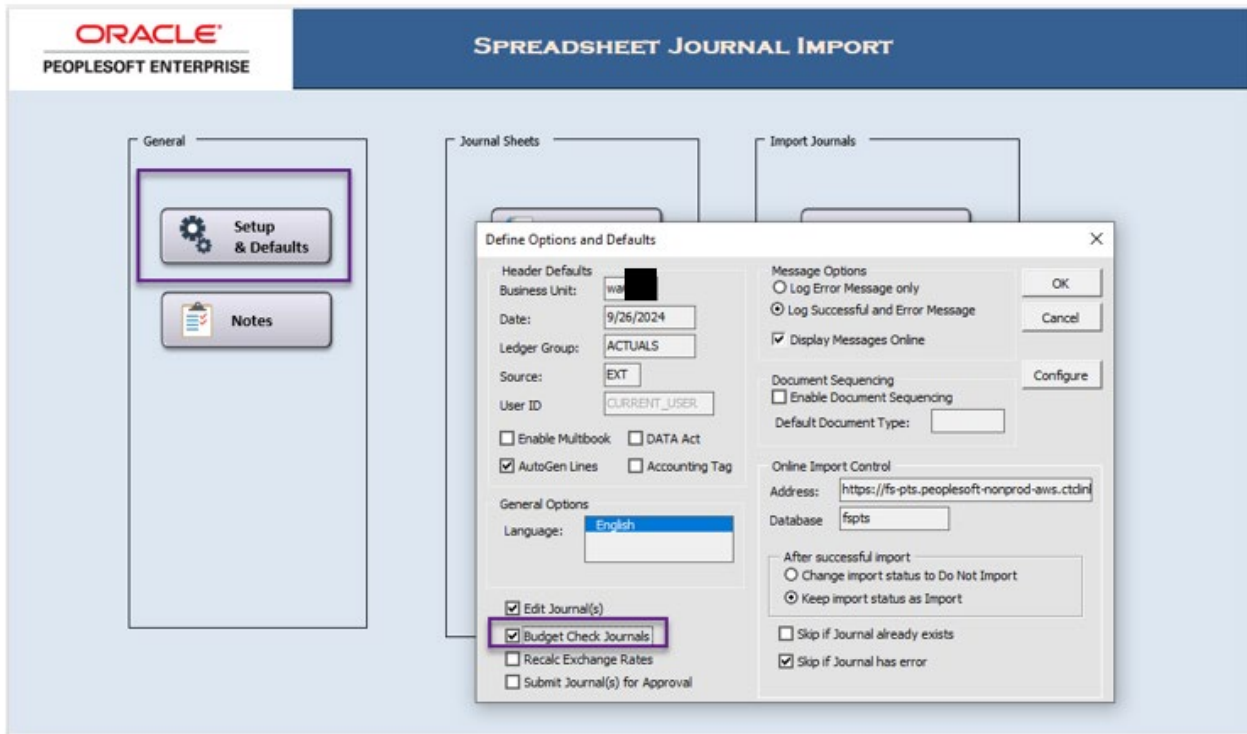
## Enhancement – Budget Checking on Spreadsheet Journal Import

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](#)

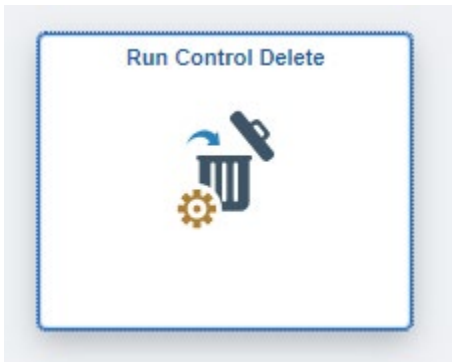
## Run Control Delete

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



## QRG

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
WV	0000519682	10/01/2024	0	(blank)	WV	Unposted	Valid	ACTUALS	ONL	USD	2	10	0	(blank)	CTC_BEISMON	N	(blank)
WV	0000519682	10/01/2024	1	(blank)	WV	Posted	Valid	ACTUALS	ONL	USD	2	-10	0	(blank)	CTC_BEISMON	N	(blank)
WV	0000519682	09/30/2024	0	(blank)	WV	Unposted	Valid	ACTUALS	ONL	USD	2	10	0	(blank)	CTC_BEISMON	N	(blank)
WV	0000519682	09/30/2024	1	(blank)	WV	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
WV	0000484925	06/30/2024	0	(blank)	WV	Unposted	Valid	ACTUALS	SJS	USD	6	1213	0	Second Journal Set. Accrue SJS	10	N	(blank)
WV	0000484925	06/30/2024	1	(blank)	WV	Posted	Valid	ACTUALS	SJS	USD	6	-1213	0	Second Journal Set. Accrue SJS	10	N	(blank)
WV	0000484925	07/19/2024	0	(blank)	WV	Unposted	Valid	ACTUALS	SJS	USD	6	1213	0	Second Journal Set. Accrue SJS	10	N	(blank)
WV	0000484925	07/19/2024	1	(blank)	WV	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.

Employee Self Service | Create/Update Journal Entries

Header | Lines | **Totals** | Errors | Approval

Unit WA | Journal ID 0000486106 | Date 09/26/2024

Totals

*Unit	*Ledger	Oper Unit	Fund	Approp	Dept	Class	State Purpose	Project
WA	LOCAL	7	001	101	20000	081	N	

Currency: USD

Base Currency: USD

Control Totals	Actual Totals	Differences
Debits	Debits 900.00	Debits
Credits	Credits 900.00	Credits
	Net 0.00	
Debits	Debits 900.00	Debits
Credits	Credits 900.00	Credits
	Net 0.00	
Units	Units 0.00	Units
Lines	Lines 2	Lines

Save | Return to Search | Notify | Refresh | Add | Update/Display

Header | Lines | Totals | Errors | Approval

## QRG

[Write to File](#)

[Import Now](#)

# Accounts Payable

## Payables Operations Homepage/Nav Collection Tiles

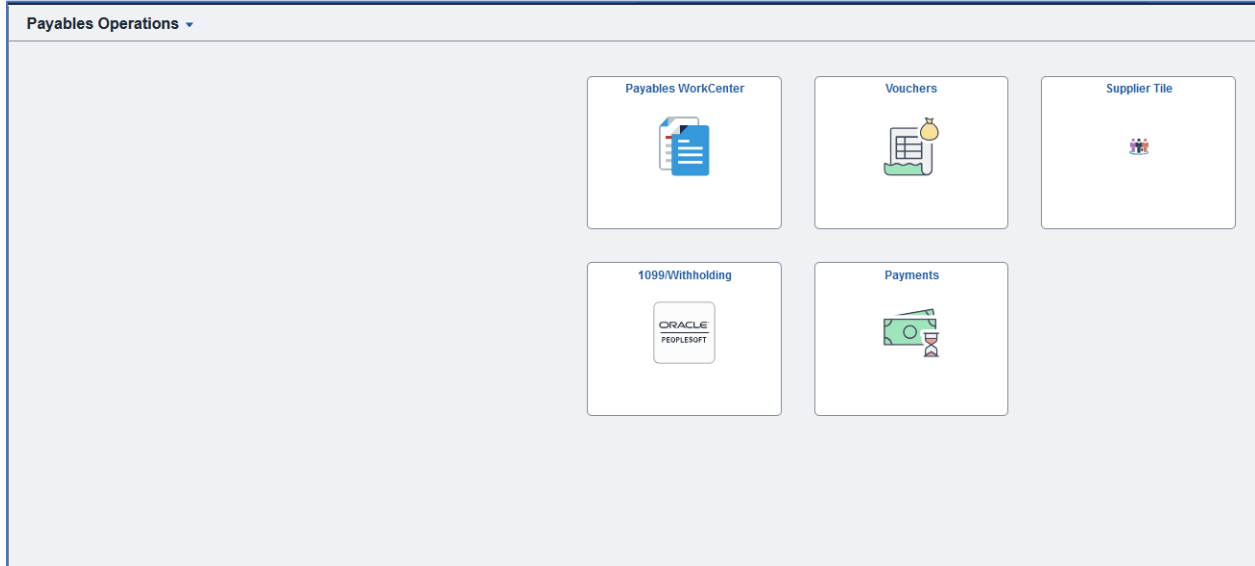
The **Payable Operations homepage** serves as a central hub for users to access essential Payables-related functions. This homepage is designed to improve efficiency by grouping frequently used setup components and Payables-related operations into a single, user-friendly interface.

- **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.

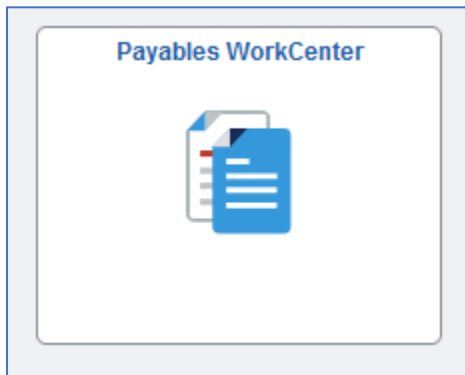
This setup reduces the time spent searching for functions and ensures that users can easily manage key operations from a single location.

**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**



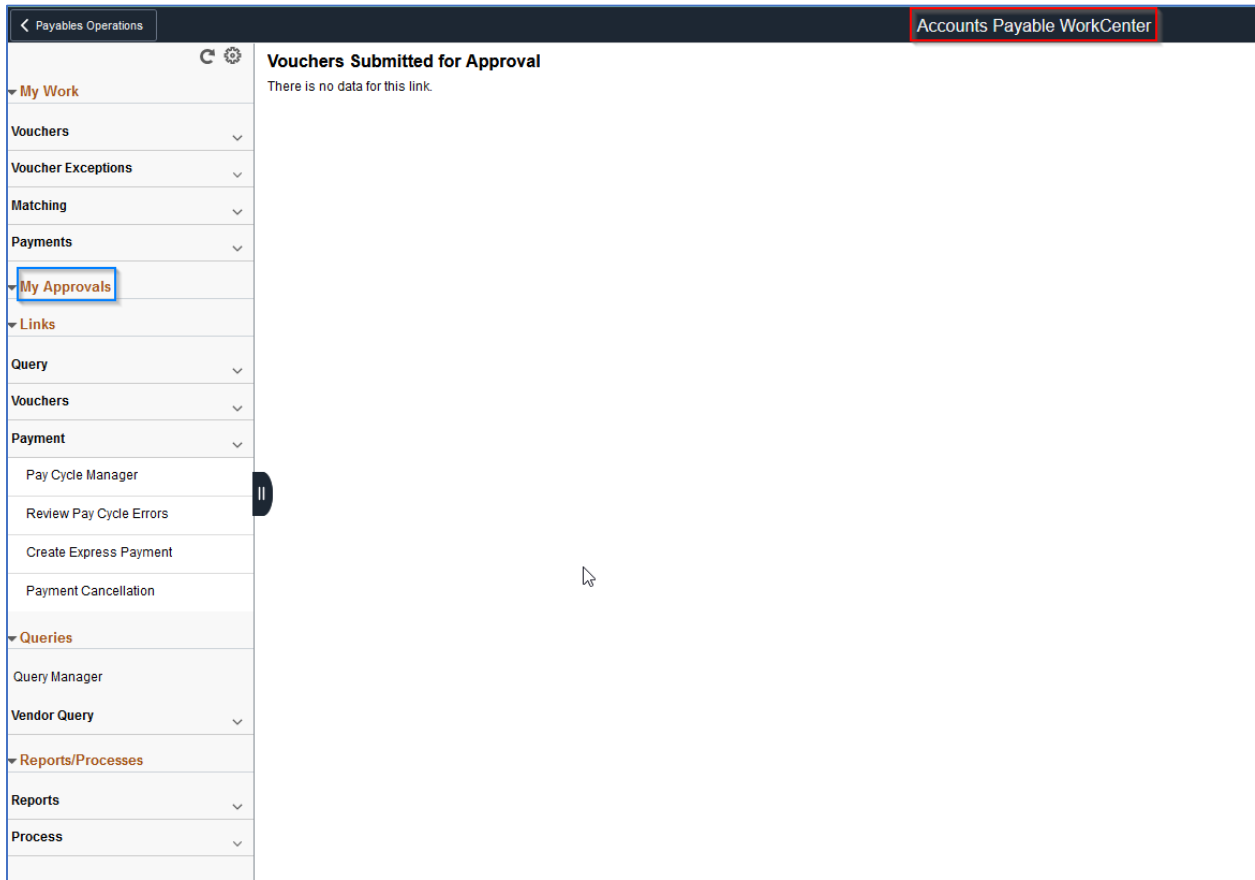
**Image: Payables WorkCenter Tile**



## 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

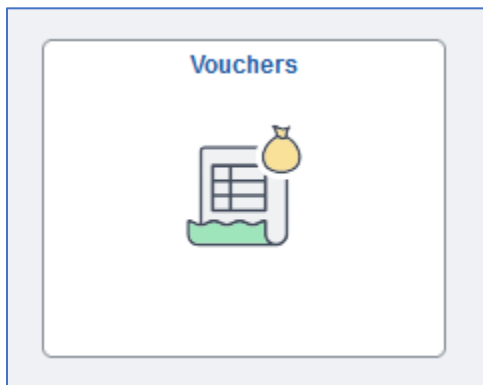


Image: Vouchers Tile/Nav Collections

Payables Operations Vouchers

**Add/Update Voucher**

Regular Entry

Quick Invoice Entry

Voucher Maintenance

**Voucher Processing**

Voucher Build

Voucher Budget Check

Matching

Approve Voucher

Voucher Posting

Close Voucher

Delete Voucher

UnPost Voucher

**Voucher Search**

AP Accounting Entries

Match Workbench

### Voucher

Find an Existing Value    Keyword Search    **Add a New Value**

\*Business Unit

\*Voucher ID

\*Voucher Style

Supplier Name

Short Supplier Name

Supplier ID

Supplier Location

Address Sequence Number

Invoice Number

Invoice Date

Gross Invoice Amount

Freight Amount

Sales Tax Amount

Entered VAT Amount

Image: Payments Tile

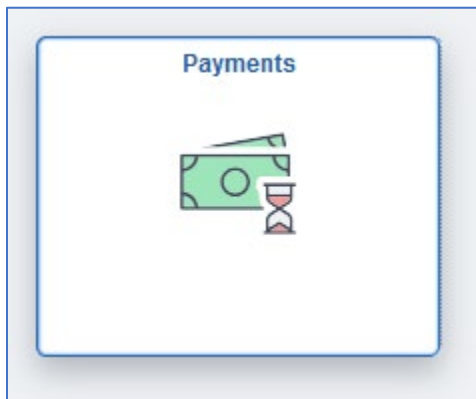


Image: Payments Tile/Nav Collections

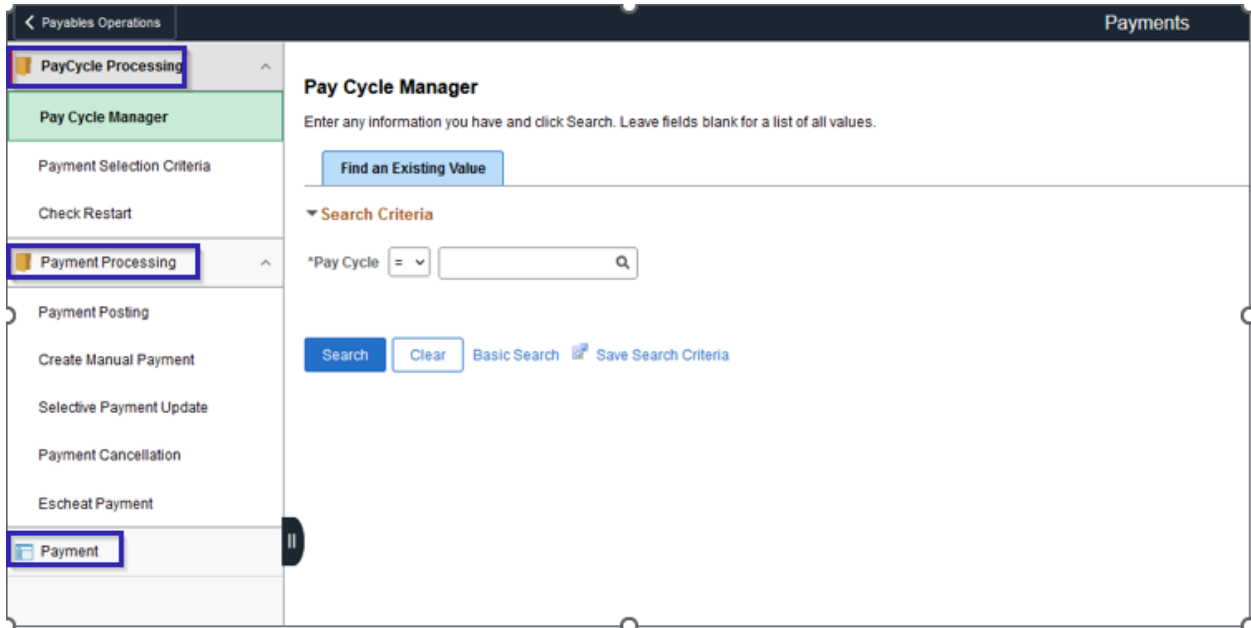


Image: Supplier Tile

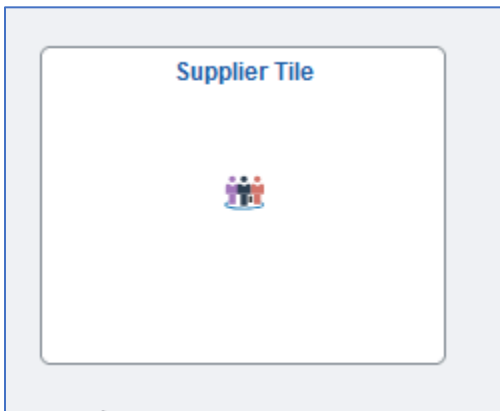


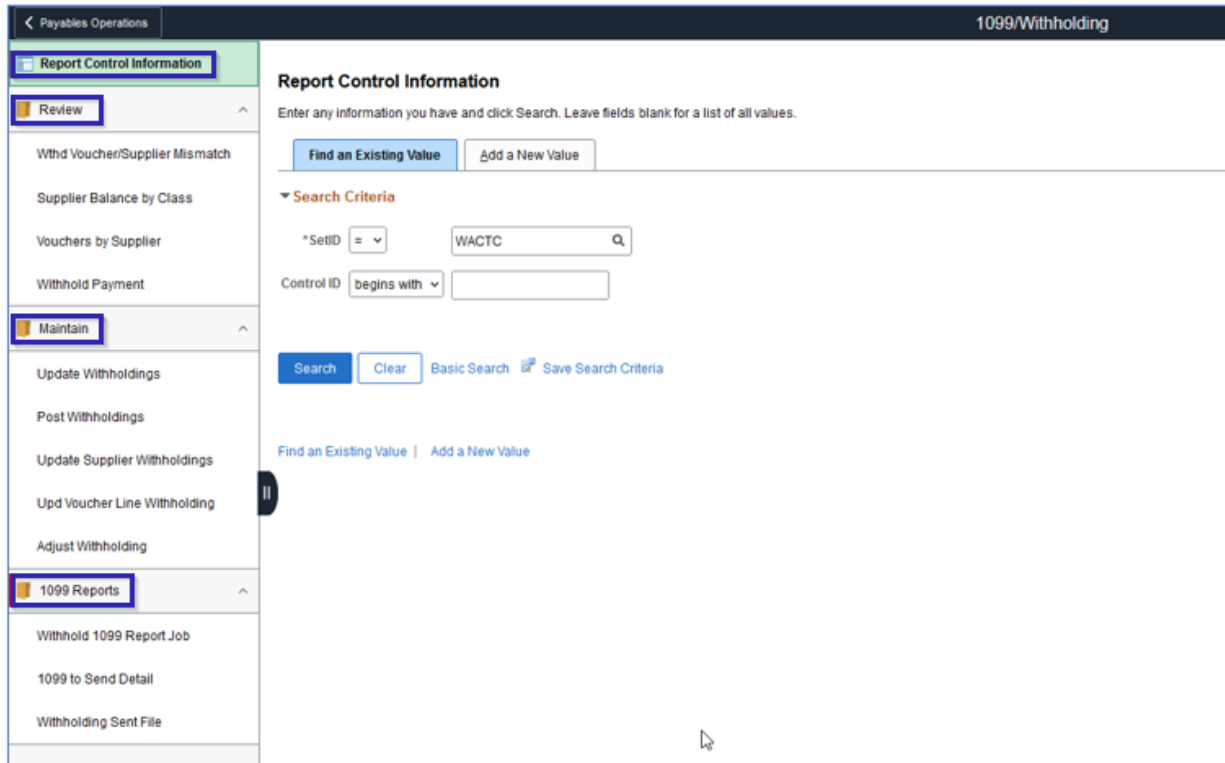
Image: Supplier Tile/Nav Collections

The screenshot shows a web application interface for "Supplier Information" within a "Payables Operations" system. On the left, there is a navigation menu with three items: "Add/Update Supplier", "Review Suppliers", and "Supplier Audit Inquiry". The main content area is titled "Supplier Information" and includes a search instruction: "Enter any information you have and click Search. Leave fields blank for a list of all values." Below this are three buttons: "Find an Existing Value", "Keyword Search", and "Add a New Value". A section titled "Search Criteria" contains several search fields: "SetID" (with a dropdown menu and the value "WACTC"), "Supplier ID" (with a "begins with" dropdown and an empty text box), "Persistence" (with an "=" dropdown and an empty dropdown menu), "Short Supplier Name" (with a "begins with" dropdown and a search icon), "Our Customer Number" (with a "begins with" dropdown and a search icon), and "Supplier Name" (with a "begins with" dropdown and a search icon). At the bottom of the search criteria section, there are three checkboxes: "Include History", "Correct History", and "Case Sensitive". At the very bottom, there are buttons for "Search", "Clear", "Basic Search", and "Save Search Criteria".

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	000006131
Bank	0 [REDACTED]	Creation Date	04/05/2023
Account	CHCK 15 [REDACTED]	Payment Date	04/05/2023
Payment Method	System Check	Payment Amount	87.03 USD
Remit Supplier	Ch [REDACTED]		

---

#### Payment Status

Escheated Check Date Escheated

Stale Dated Payment Stale Date

Undo Escheatment

#### Cancel Action

Escheated

Description

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 1<sup>st</sup> 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?



Image: 2<sup>nd</sup> step – Select Escheat Payments in Expenses Processing Page

The screenshot shows the 'Expense Processing' interface. At the top, there are tabs for 'Expense Processes' and 'Selected Business Units'. Below this, there's a 'Run Control ID' field with the value 'expecan', and buttons for 'Report Manager', 'Process Monitor', and 'Run'. There are also 'Select All', 'Deselect All', and 'Refresh' buttons. A message states: 'If the run control id is new, hit 'Save' first and then 'Refresh' to update the transaction counts.' Below this is a 'Transfer To Play Cycle Process' button.

The main section is titled 'Process Request Parameters' and contains a table with various options and their counts:

	Expense Reports	Cash Advances	Payments		Time Reports
<input type="checkbox"/> Stage Payments	2	1	4	<input type="checkbox"/> Post T & E to Project Costing or	0
<input type="checkbox"/> Publish to Payroll			0	<input type="checkbox"/> Publish Elapsed Time	
<input type="checkbox"/> Post Liabilities	2	1		<input type="checkbox"/> Advance Reconciliation	0
<input type="checkbox"/> Post Payments	4	0		<input type="checkbox"/> Airline Ticket Reconciliation	0
<input type="checkbox"/> Unpost Expense Report	0			<input type="checkbox"/> Unstage Payments	4
<input type="checkbox"/> Cancel Payments			1	<input type="checkbox"/> Update Paid Statuses	4
<input type="checkbox"/> Close Liability	0	0			
<input type="checkbox"/> Escheat Payments	0		0		

At the bottom, there are 'Save', 'Return to Search', and 'Notify' buttons on the left, and 'Add' and 'Update/Display' buttons on the right.

## 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

The screenshot shows the 'Voucher' approval page. At the top, there's a header with 'Payables Operations' and 'Voucher'. The total amount is '72,549.43 USD'. There are 'Approve', 'Deny', and 'More' buttons. Below this is a 'Summary' section with details like Business Unit, Invoice Number, Supplier Name, Due Date, and Voucher Source. On the right, it shows Voucher ID, Created By, Modified By, Invoice Date, and Voucher Style.

The 'Line Details' section contains a table with one line item:

Voucher Line	Item	Description	Quantity	UOM	Unit Price	Amount
1		Office Space Rental or Lease	1.0000	EA	72,549.43 USD	72,549.43 USD

Below the table, there's a 'More Information' section with links for 'View Attachments (2)', 'View Printable Version', 'Approver Comments', and 'Approval Chain'. The 'Edit Voucher' link under 'Voucher Style' is highlighted with a red box.

# Accounts Receivable

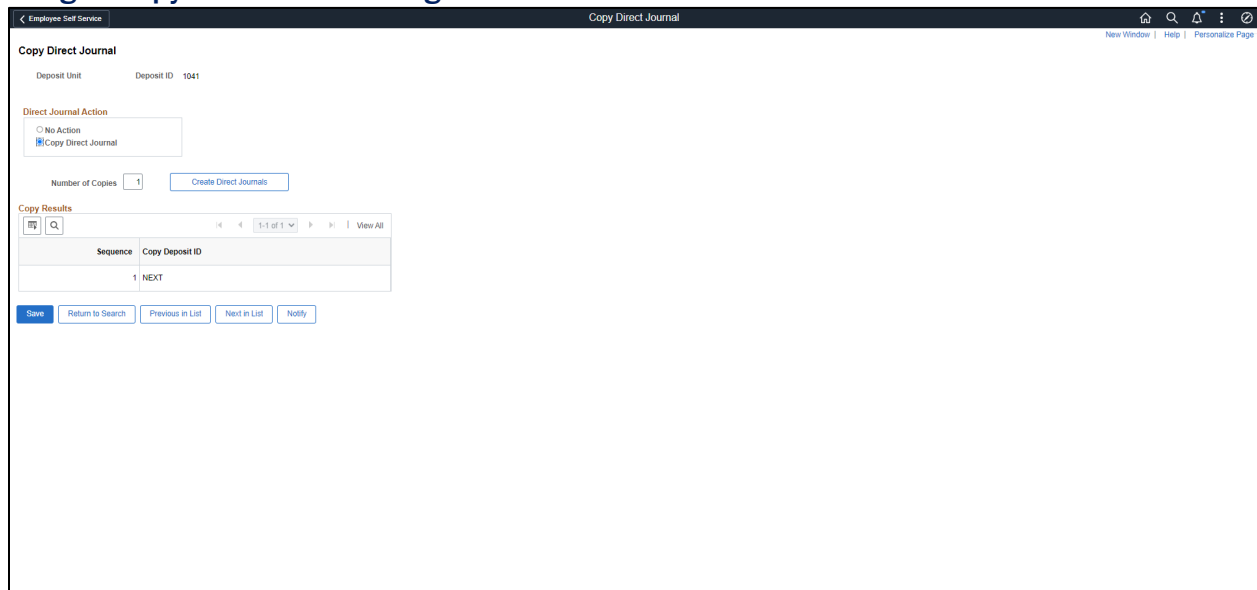
## Enhancement: Copy Direct Journal

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

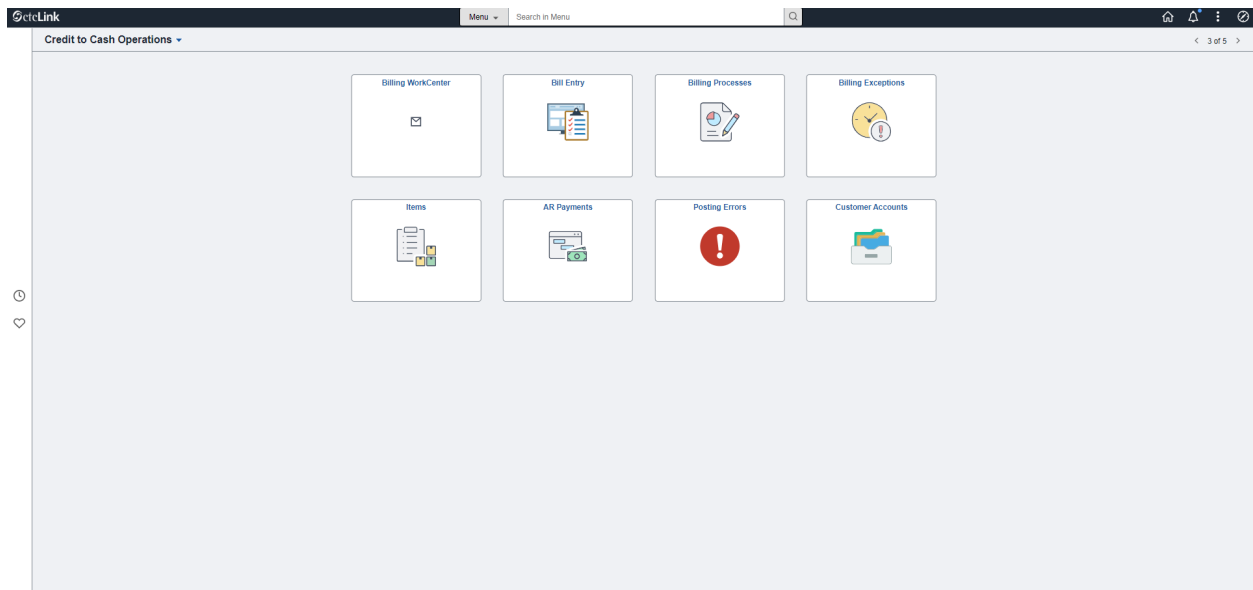
[Copy Direct Journal](#)

## 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

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

[Find an Existing Value](#) | [Add a New Value](#)

**Search Criteria**

\*Group Unit [v] [ ] [Q]

Group ID [begins with] [ ] [Q]

User ID [begins with] [ ] [Q]

Assigned Operator ID [begins with] [ ] [Q]

Origin ID [begins with] [ ] [Q]

Entered Date [=] [ ] [Q]

Posting Status [=] [ ] [v]

Case Sensitive

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

[Find an Existing Value](#) | [Add a New Value](#)

## 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

The screenshot displays the 'AR Payments' fluid tile interface. On the left is a navigation menu with options: Regular Deposit (highlighted), Express Deposit, Apply Payments Worksheet, Direct Journal Acctg Entries, Modify Accounting Entries, and Payment Status. The main content area is titled 'Regular Deposit' and includes a search instruction: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' Below this are two buttons: 'Find an Existing Value' and 'Add a New Value'. A 'Search Criteria' section is expanded, showing search fields for: \*Deposit Unit (with a dropdown arrow and a search icon), Deposit ID (with a 'begins with' dropdown and a search icon), User ID (with a 'begins with' dropdown and a search icon), and Assigned Operator ID (with a 'begins with' dropdown and a search icon). There is also a 'Case Sensitive' checkbox. At the bottom of the search section are buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'. A small 'II' icon is visible on the left side of the main content area.

## 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

The screenshot shows a web application interface for "Posting Errors". At the top, there is a dark header with a back arrow and "Credit to Cash Operations" on the left, and "Posting Errors" on the right. Below the header is a sidebar menu with several items: "Group Not Set To Post" (highlighted in green), "Incomplete Deposits", "Incomplete Payments", "Online Items", "External Items", "Worksheet", "Transfer", and "Payment". The main content area is titled "Groups Not Set To Post". It contains two search filters: "Business Unit" and "User", each with a text input field and a magnifying glass icon. To the right of these are two dropdown menus: "\*Posting Status" with the selected option "Never Posted And Error Groups", and "\*Balance Status" with the selected option "In And Out Of Balance Groups". A "Search" button is located to the right of the dropdowns. Below the filters is a "Notify" button. The main content area is currently empty.

## QRG

To be provided later

## Fluid Tile: Customer Accounts

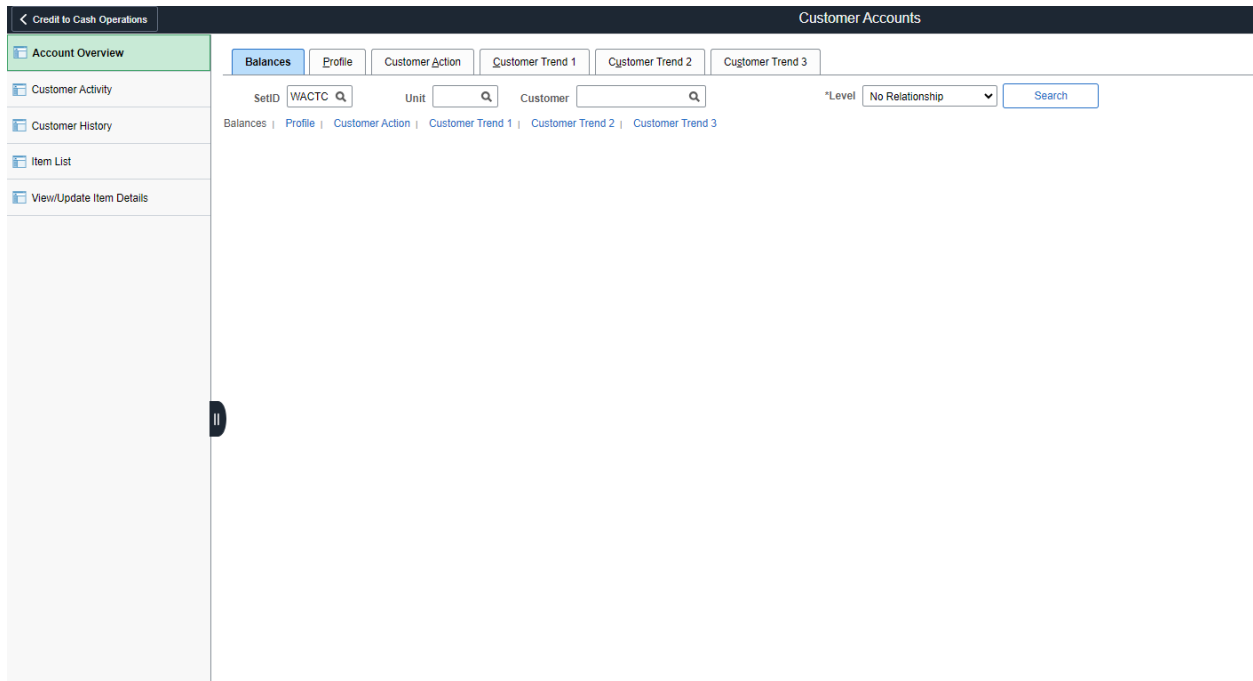
The Customer Fluid Tile contains pages that will be helpful for day-to-day operations. The following pages are accessible from the tile:

- 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

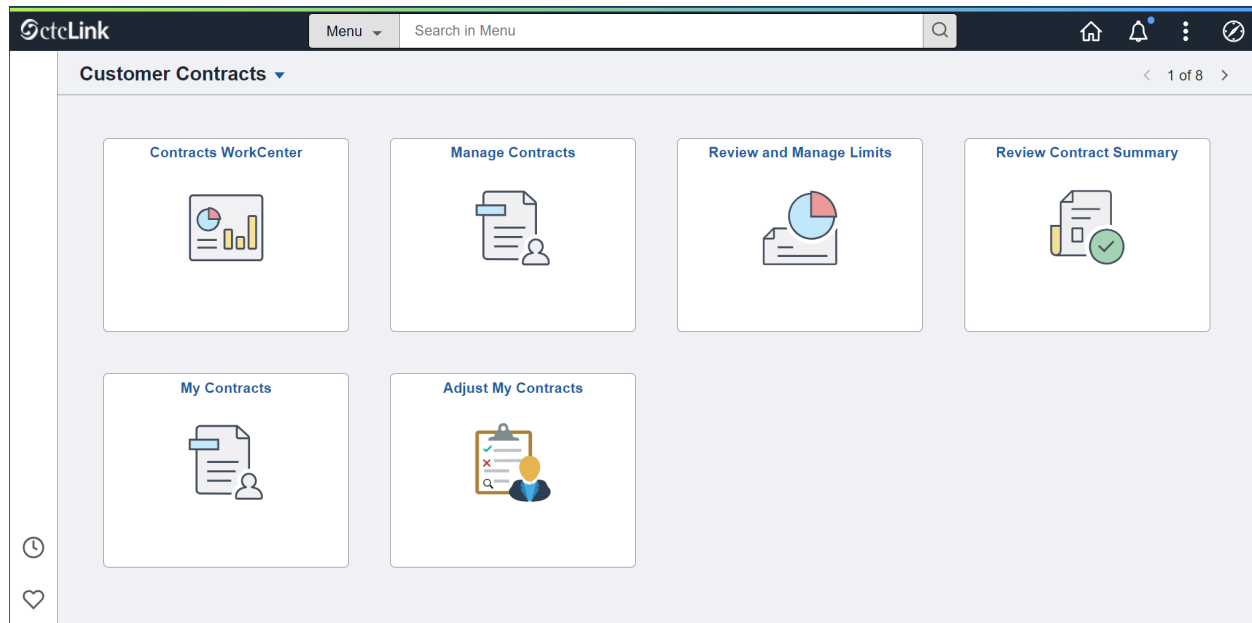
# Customer Contracts

## 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

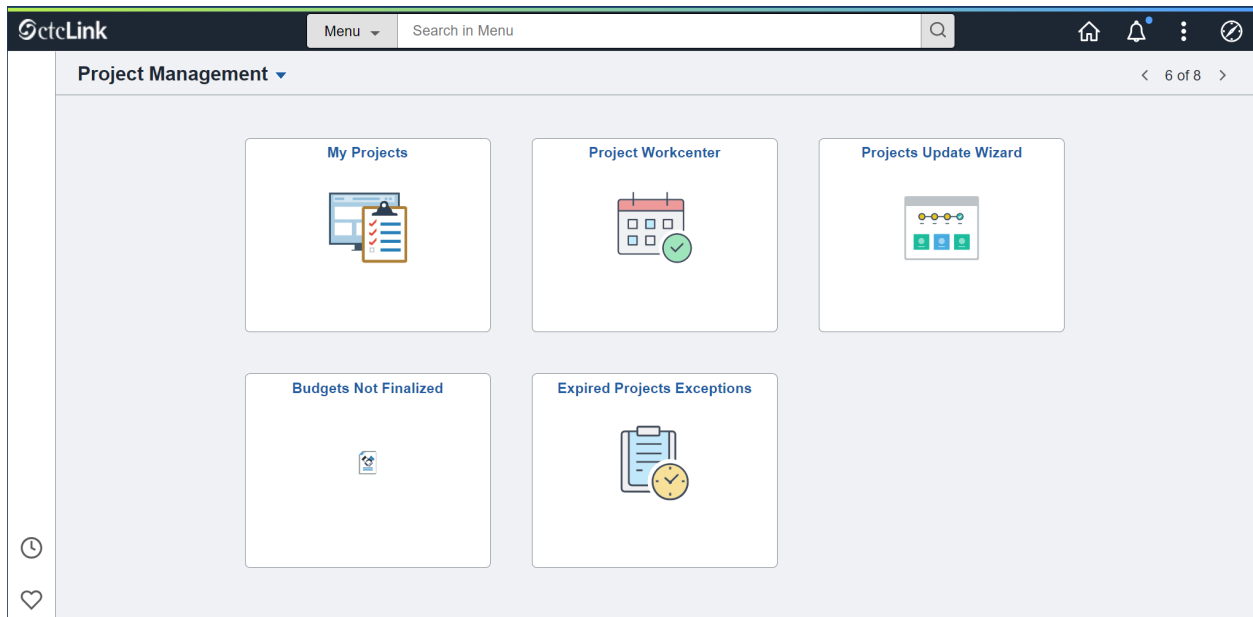
## Project Management Fluid Home Page

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

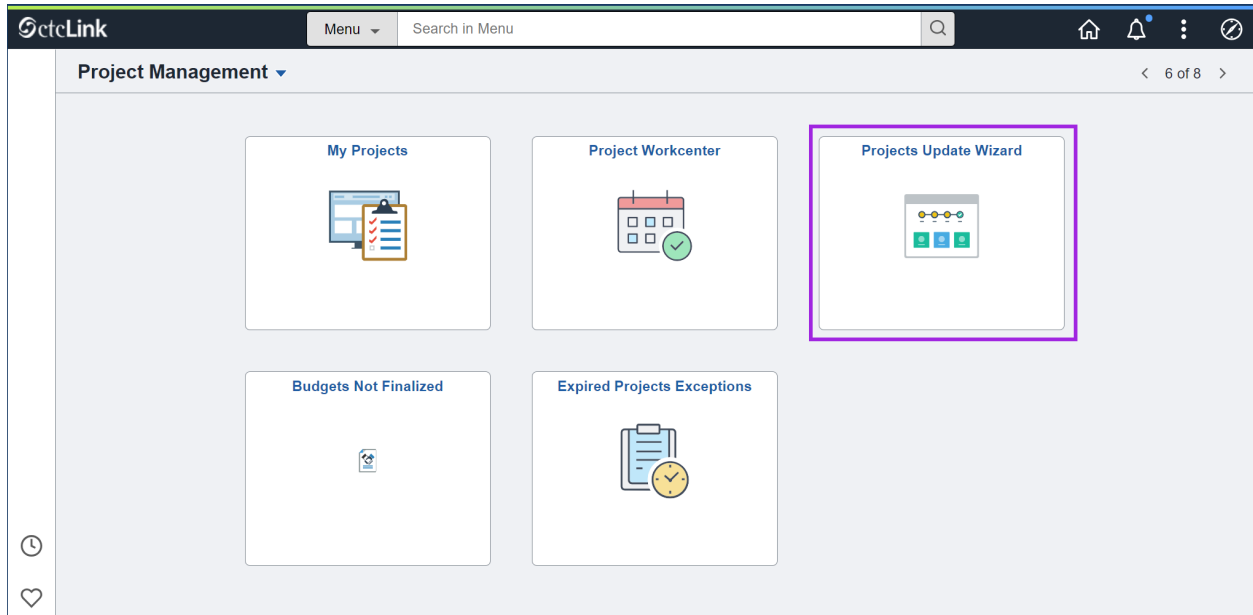


Image: Projects Update Wizard Step 1: Select Update Type

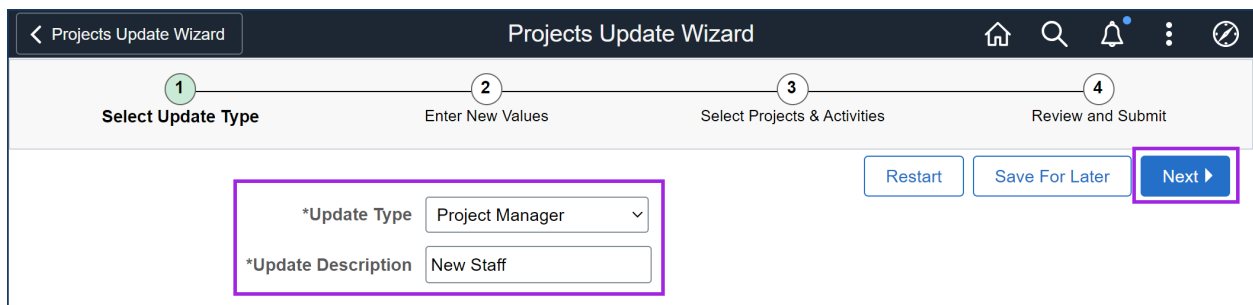
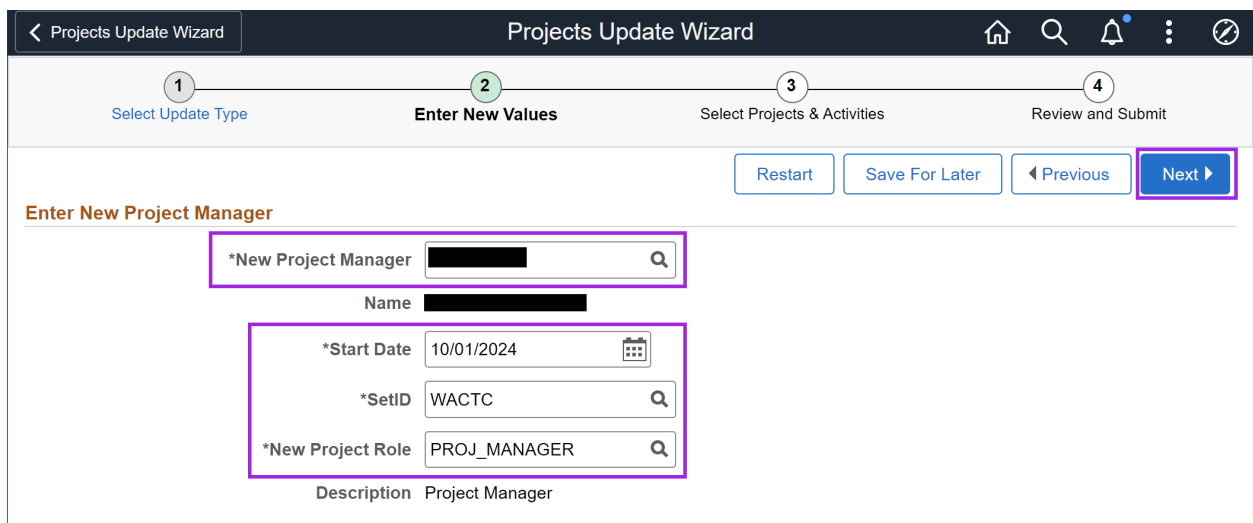


Image: Projects Update Wizard Step 2: Enter New Values



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

← Projects Update Wizard
Projects Update Wizard

1
2
3
4

Select Update Type
Enter New Values
**Select Projects & Activities**
Review and Submit

Restart
Save For Later
← Previous
Next ▶

**Select Projects**

**1**

Business Unit

Project

Project Description

Project Processing Status

Project Type

Project Status

From Start Date

To Start Date

From End Date

To End Date

Project Manager

Grants Project

**2**

**Projects** 6 rows

<input type="checkbox"/>	Business Unit	Project	Description	Processing Status	Project Type	Project Manager	Start Date	End Date
<input checked="" type="checkbox"/>	WA000	0000007448		Active	Department of Education		07/01/2022	12/31/2024
<input checked="" type="checkbox"/>	WA000	0000008454		Active	Department of Education		07/01/2023	12/31/2025
<input checked="" type="checkbox"/>	WA000	0000008591		Active	Department of Education		07/01/2023	12/31/2025
<input type="checkbox"/>	WA000	0000008653		Active	Interagency Reimb. - Contracts		07/01/2023	10/31/2027

## Image: Projects Update Wizard Step 4: Review and Submit

← Projects Update Wizard
Projects Update Wizard

1
2
3
4

Select Update Type
Enter New Values
Select Projects & Activities
**Review and Submit**

Restart
Save For Later
← Previous
Submit

**Projects** 3 rows

Business Unit	Project	Description	Start Date	End Date	Project Manager	Start Date	New Project Manager
WA000	0000007448		07/01/2022	12/31/2024		10/01/2024	
WA000	0000008454		07/01/2023	12/31/2025		10/01/2024	
WA000	0000008591		07/01/2023	12/31/2025		10/01/2024	

## Image: Projects Update Wizard: Confirmation of Success

Update Type Project Manager

Update Description New Staff

New Update

Review the status of each update. Projects with an Update Status of Failed were invalid and should be reprocessed with correct information.

**Update Status**

**Projects** 3 rows

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](#)

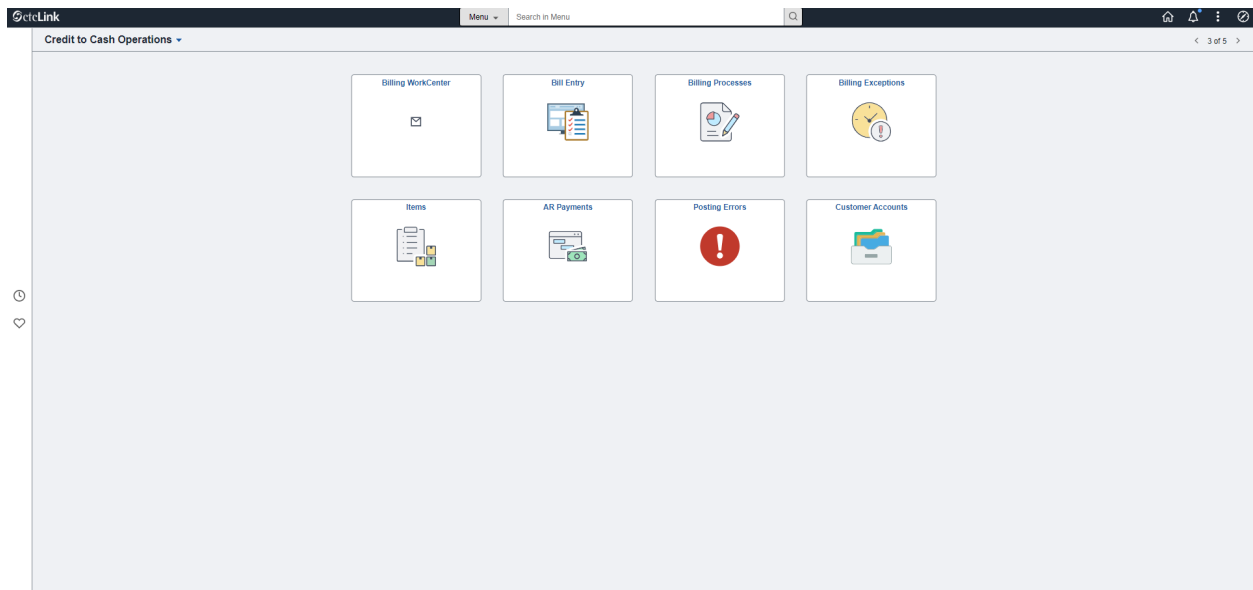
## Billing

### 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

The screenshot displays the Billing WorkCenter interface. The main header shows 'Credit to Cash Operations' and 'Billing WorkCenter'. The left navigation pane is titled 'Billing WorkCenter' and includes a 'My Work' section with various filters like 'Invoices Not Finalized (6)', 'Invoices Pending My Approval', and 'Exceptions' including 'Invoices in Error Status'. The main content area is titled 'Invoices in Error Status' and features a 'Billing Invoice List' table. The table has columns for Business Unit, Invoice, Bill To, Customer Name, Invoice Amount, Currency, Status, and Error Status. Below the table, there are 'Select All' and 'Deselect All' buttons, an 'Actions' dropdown menu with a 'GO' button, and a 'Totals by Currency' row showing '0.000'. A note '\* Multi-Select Action' is visible below the actions.

## 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

**Express Bill Entry**

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

[Find an Existing Value](#) [Add a New Value](#)

▼ **Search Criteria**

Business Unit =

Invoice begins with

Bill Status =

Customer begins with

Contract begins with

Bills in Business Unit =

Template Invoice Flag =

Case Sensitive

[Basic Search](#)

[Find an Existing Value](#) | [Add a New Value](#)

## 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

The screenshot displays the 'Billing Processes' interface. At the top, there is a navigation bar with a back arrow and 'Credit to Cash Operations' on the left, and 'Billing Processes' on the right. Below this is a sidebar menu with several options: 'Single Action Invoice' (highlighted in green), 'Finalize and Print Invoices', 'Create Accounting Entries', 'Request Budget Check', 'Reprint Invoices', and 'Load Invoices to AR'. The main content area is titled 'Single Action Invoice' and contains the following elements: a sub-header 'Single Action Invoice', a prompt 'Enter any information you have and click Search. Leave fields blank for a list of all values.', two buttons 'Find an Existing Value' and 'Add a New Value', a 'Search Criteria' section with a dropdown menu set to 'begins with' and an empty input field, a 'Case Sensitive' checkbox, and a row of buttons: 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'. At the bottom of the main area, there are links for 'Find an Existing Value' and 'Add a New Value'.

## 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

**Correct Staged Acctg Errors**

Correct Budget Check Errors

Correct Interface Errors

Review Invoice Errors

### Staged Acctg Errors Correction

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

**Find an Existing Value**

**Search Criteria**

Business Unit = MA000

Invoice begins with

**Search** **Clear** Basic Search **Save Search Criteria**

## 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

**From:** fin\_erp\_2@qctclink.local  
**To:** fin\_erp\_2@qctclink.local, fin\_erp\_2@qctclink.local, fin\_erp\_2@qctclink.local  
**Date:** Tue, 1 Oct 2024 16:25:15 -0700 (PDT)  
**Subject:** Credit Invoice IT-0000001517 for -295.06 USD has been approved

The following credit invoice has been approved:

Business Unit: MA STATE BOARD COMM COLLEGES  
Invoice ID : IT-0000001517  
Customer ID: 00100659  
Customer Name: Whatcom Community Coll  
Amount: -295.06  
Currency: USD

You can navigate directly to the page for more information by clicking the link below:

[https://fs-tra-peoplesoft-nonprod-aws.ctclink.sbctc.edu/nsp/fsttra/EMPLOYEE/ERP/c/ENTER\\_BILLING\\_INFORMATION.BI\\_ENTRY.GBL?Page=BI\\_LINE\\_DStAction=faBUSINPRSS\\_UNIT=MA000&INVOICE=IT-0000001517](https://fs-tra-peoplesoft-nonprod-aws.ctclink.sbctc.edu/nsp/fsttra/EMPLOYEE/ERP/c/ENTER_BILLING_INFORMATION.BI_ENTRY.GBL?Page=BI_LINE_DStAction=faBUSINPRSS_UNIT=MA000&INVOICE=IT-0000001517)

# Travel and Expenses

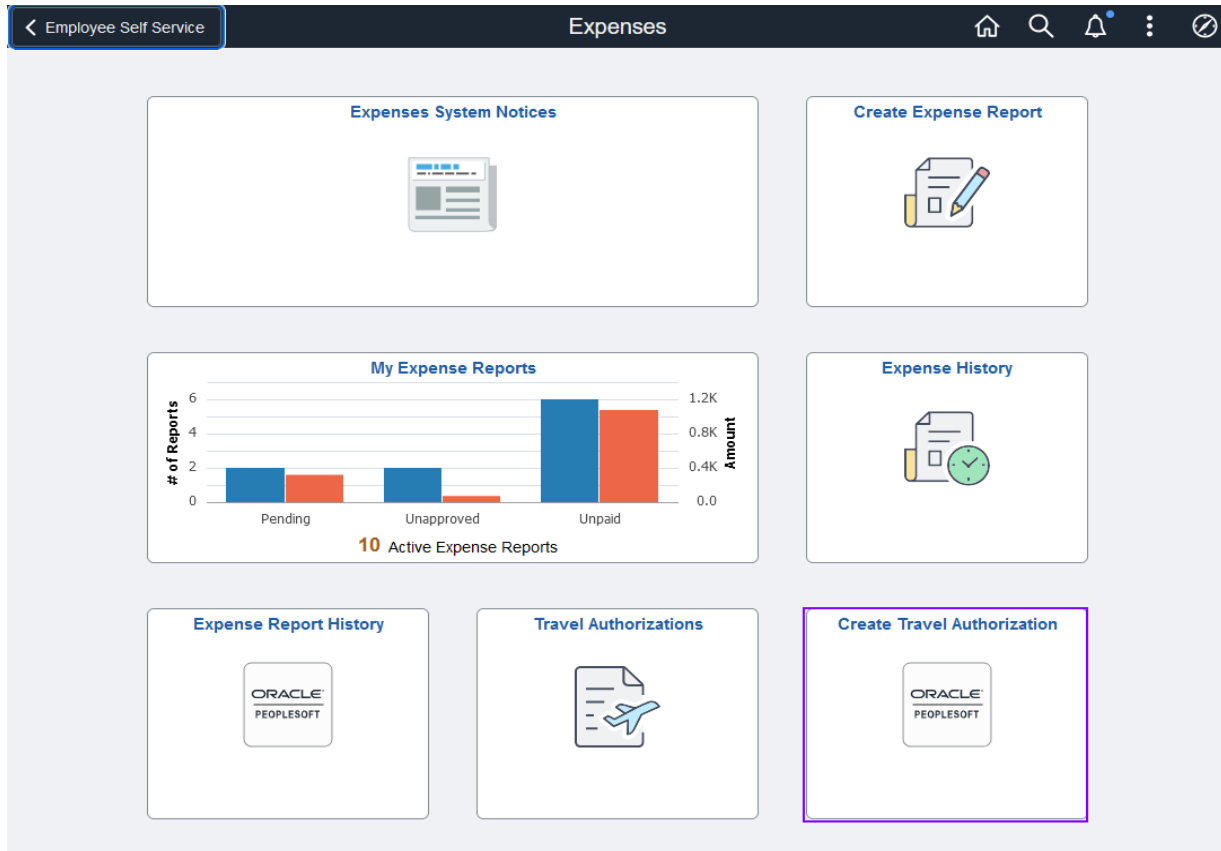
## Fluid Expenses Homepage Update

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

Travel Authorization
Travel Authorization
Home Search Menu Refresh

Report 0000028831 Pending
 Save Submit

\*Description 
 \*Travel From

\*Business Purpose 
 \*Travel To

Comments 
 \*Date From

Billing Type 
 \*Date To  Trip Duration 2 Days

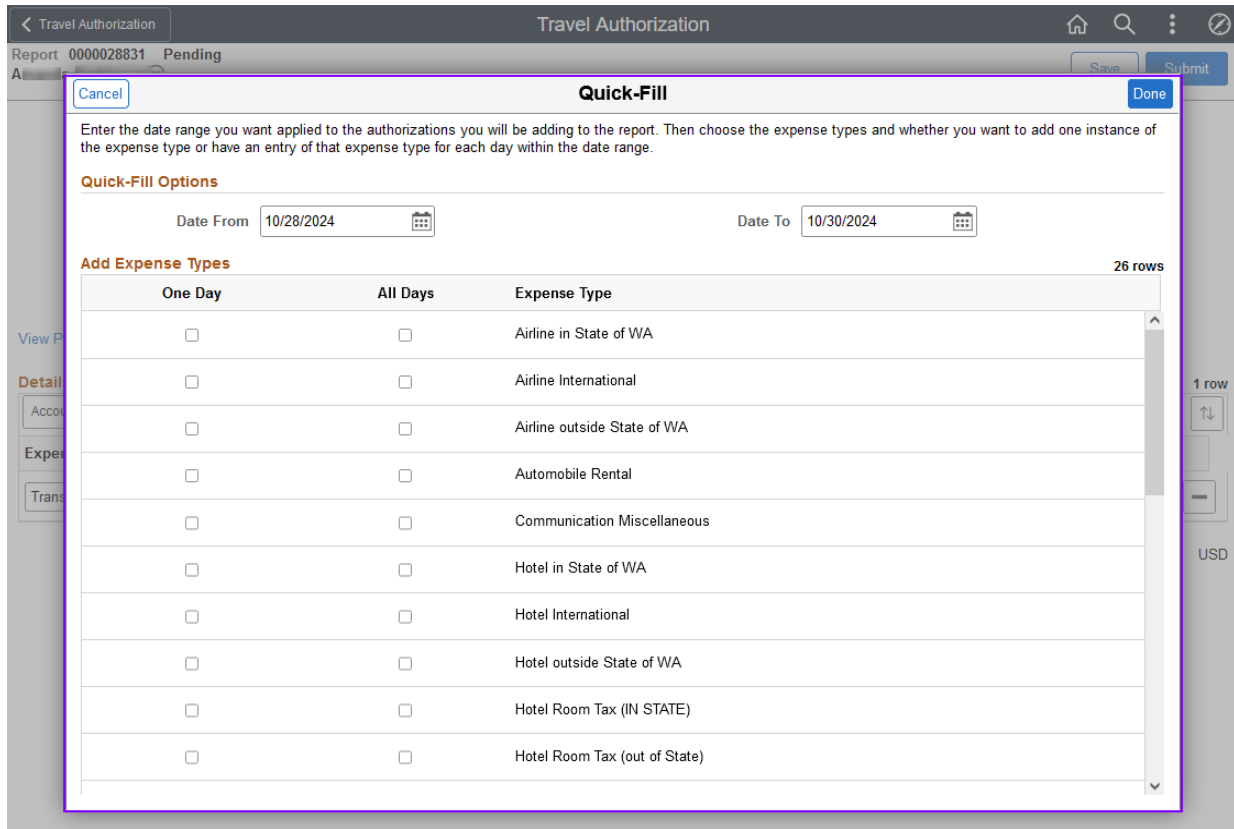
[View Printable Version](#)
[Attachments](#)
[Create A Cash Advance](#)

**Details** 1 row

Accounting Default	Populate from Travel Authorization	Populate from Template	Quick-Fill	<input type="button" value="Print"/> <input type="button" value="Search"/> <input type="button" value="Refresh"/>	
Expense Type	Description	Amount	*Currency	Accounting	Attachments
Transportation Mileage	One way mileage	67.00	USD	<input type="button" value="Calendar"/> <input type="button" value="Details"/>	<input type="button" value="Edit"/> <input type="button" value="+"/> <input type="button" value="-"/>

Total Expenses 67.00 USD

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

**Employee Search**

**Authorize Expense Users - User**

Empl ID	Name
00000000	Travis Morgan
00000000	Alvin Ramirez
00000000	Raj Prasad
00000000	Kalvin Pitt
00000000	Angela Garcia
00000000	Jasmin Hernandez
00000000	Carlene Aguilar
00000000	Guadalupe Rodriguez
00000000	Betha Ortega
00000000	Paula Hernandez

### 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

The screenshot shows the 'Expense Entry' page for a 'Transportation Mileage' entry on 09/27/2024. The entry description is 'One way mileage from office to HR Meeting with C Jones.' The starting point is '1300 Quince St Se Olympia Washington' and the ending point is '1500 Jefferson St Se Olympia Washington US'. The auto-complete dropdown shows several suggestions, including 'Megabites Deli Jefferson St Se Olympia Washington 98501 US', 'Des Enterprises Service Jefferson St Se Olympia Washington 98...', and 'Fish Brewing Company Jefferson St Se Olympia Washington 98...'. The transportation ID is 'PERSONAL CAR' and the type is 'AUTO'. The miles calculated is 0.0000.

## 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

The screenshot shows the 'Receipt Split' window. It displays a summary table with the following data:

Split Amount	232.00 USD
Current Total	232.00 USD
Remaining	0.00 USD

Below the summary table, there is a list of split items with 2 rows:

*Date	Expense Type	*Description	*Amount	Personal Expense
09/02/2024	Hotel in State of WA	1st day Lodging	215.00 USD	No
09/02/2024	Hotel Room Tax (IN STATE)	1st day taxes	17.00 USD	No

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

< My Expense Reports
Expense Entry
🏠 🔍 🔔 ⋮ 🗑️

Image 50 Testing

A

Save Review and Submit

Last Saved 09/30/2024 11:29AM

Total (2 Items) 232.00 USD

+ Add
🗑️ Delete
⌵ Filter
⋮ More

**Monday, September 02, 2024**

Hotel Room Tax (IN STATE)	17.00
1st day taxes	USD
Hotel in State of WA	215.00
1st day Lodging	USD

### Hotel in State of WA - 09/02/2024

\*Date

\*Expense Type

\*Description

---

**Payment Details**

\*Payment

\*Amount

---

**Additional Information**

\*Expense Location

📅 Per Diem Deductions	>
📎 Attach Receipt	>
📊 Accounting	1 >

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.)

Expense Report Expense Entry Home Search Notifications Menu

HR conference Save Review and Submit Last Saved 09/30/2024 12:54PM

Total (1 Item) 15.00 USD

Add Delete Filter More

▼ Monday, September 02, 2024

Transportation-Parking	15.00
Parking day 1	USD

### Transportation-Parking - 09/02/2024

**Expense Entry Errors**  
Correct the following errors prior to submission:

- No Receipt -- Expense amount is over 0 USD and you do not have a receipt. Explain why.
- Missing Receipt

\*Date 09/02/2024 Calendar

\*Expense Type Transportation-Parking Search

\*Description Parking day 1 Text Editor

#### Payment Details

\*Payment Employee Dropdown

\*Amount 15.00 USD Search

#### Additional Information

Attach Receipt (Required) No Receipts >

Accounting 1 >

Receipt Split

#### Exceptions

Personal Expense  No

No Receipt  Yes

No Receipt Reason Dropdown

#### Exception Comments


Receipt Missing No Comments >


48 | Page



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





Expense Report Expense Entry

HR conference  Save Review and Submit

Roselle Hay  Last Saved 09/30/2024 12:54PM

---

Total (1 Item) 15.00 USD


 Add  Delete  Filter  More


▼ Monday, September 02, 2024


Transportation-Parking	15.00
Parking day 1	USD

---

### Transportation-Parking - 09/02/2024


\*Date 09/02/2024 


\*Expense Type Transportation-Parking 

\*Description Parking day 1 

---



#### Payment Details


\*Payment Employee 

\*Amount 15.00 USD 

---

#### Additional Information

 Attach Receipt	1 >
 Accounting	1 >



---

#### Exceptions

Personal Expense  No

No Receipt  No

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.)

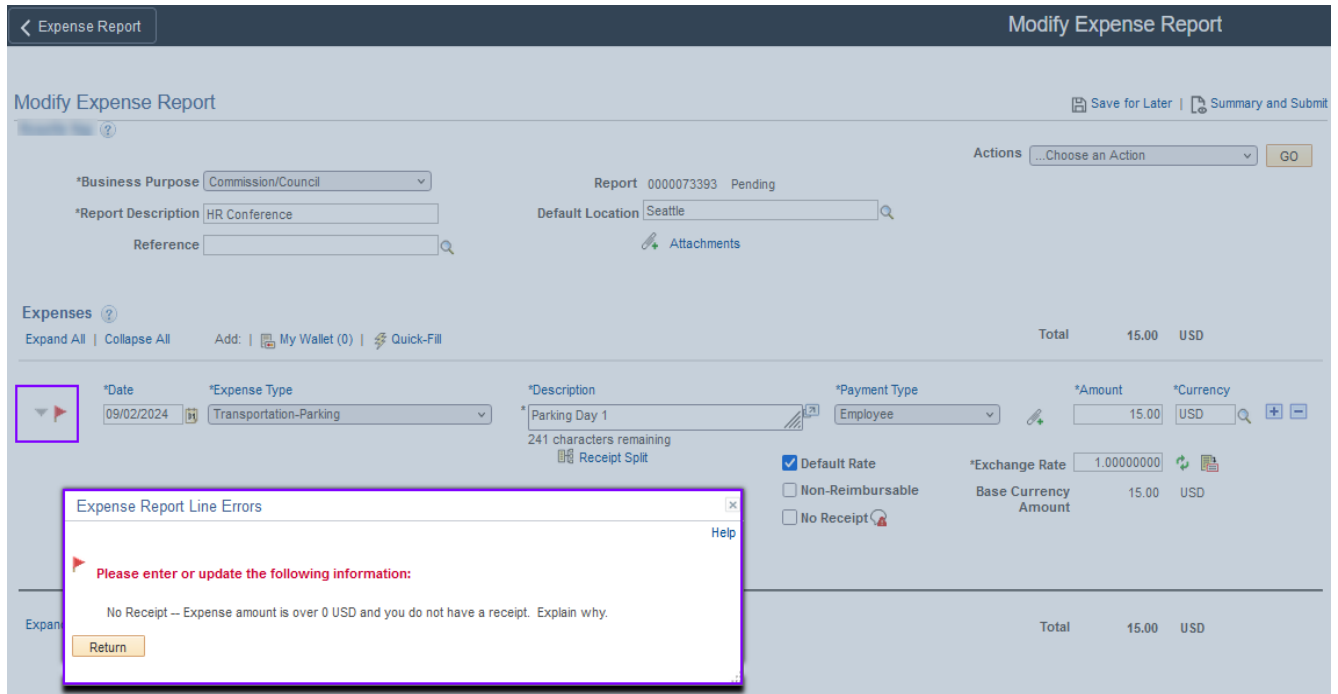
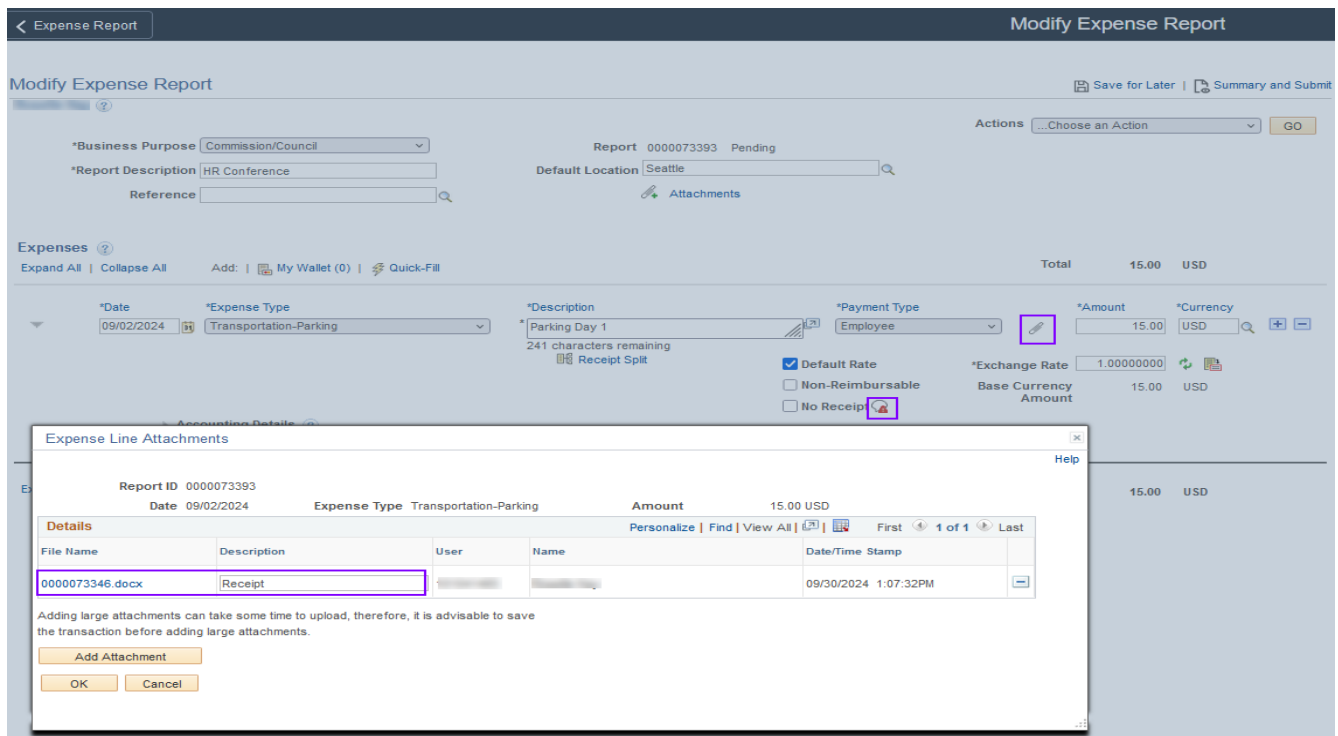


Image: Classic Expense Report Entry Page, Receipt Error Flag is gone, now that Receipt is attached at the line level, with Description of 'Receipt' added. (red comment flag will not be gone).



## 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

**Expense Report**

4,793.70 USD Approve Deny More

Header is pending your approval

**Summary**

Name	Jean-Philippe Campbell	Report ID	0000053587
Total Due Employee	0.00 USD	Reference	
Report Description	Belgium	Submission Date	10/20/23
Business Purpose	Recruiting/Outreach	Updated on	10/31/23 - 12:59 PM
Location		<a href="#">Expense Details</a>	
Header Attachment	N		

**Attachments and Notes**

- [View Attachments](#)
- [View Notes](#)

**Lines** 13 rows

Date/Expense Type	Reimbursement Amount	Receipt Required	Receipt Attached
10/03/23 Hotel International <b>Pre-Paid</b>	1,528.65 USD	N	N
10/03/23 Transportation Other <b>Employee</b>	35.98 USD	N	Y
10/04/23 Transportation Other <b>Employee</b>	15.00 USD	N	Y

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

< Expense Summary
Expense Entry

Total (5 Items) **202.00 USD**

+ Add
- Delete
Filter
More

▼ Friday, September 06, 2024

Meal in State of WA Dinner	38.00
sgdfg	USD

▼ Thursday, September 05, 2024

Meal in State of WA Dinner	38.00
sgdfg	USD

▼ Wednesday, September 04, 2024

Meal in State of WA Dinner	38.00
sgdfg	USD

▼ Monday, September 02, 2024

Meals no per diem	50.00
sdd	USD
<b>Denied</b>	

▼ Sunday, September 01, 2024

Meal in State of WA Dinner	38.00
sgdfg	USD
<b>Denied</b>	

### Meal in State of WA Dinner - 09/06/2024

Date: 09/06/2024

Expense Type: Meal in State of WA Dinner

Description: sgdfg

---

**Payment Details**

Payment: Employee

Amount: 38.00 USD

---

**Additional Information**

Billing Type: Billable

Expense Location: Seattle

Per Diem Deductions >

Attach Receipt (Required) ⚠ No Receipts >

Accounting 1 >

---

**Exceptions**

Personal Expense:  Yes

No Receipt:  Yes

No Receipt Reason:

---

**Exception Comments**

### 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

< Process List
Cancel Travel Authorizations

Run Control ID: cancelTA      Report Manager      Process Monitor      Run

**Process Parameters**

Cancel Travel Authorization

**Business Unit Selection** 1 of 1

Request Number: 1      \*Description: cancel TA      + -

\*Business Unit: WA Search

\*Select Option: Some      From Department:  To:

Date From:  To:

[Change Accounting Date](#)

**Travel Authorization List** 31-40 of 551 | [View 100](#)

Transaction Details ||▶

Select	Name <sup>Ⓜ</sup>	Empl ID	Travel Auth Description	Travel Auth ID <sup>Ⓜ</sup>	Department	Status	Date From	Date To
<input type="checkbox"/>			Spring WorkFirst Training	0000003756	13100	Active	05/23/2018	05/25/2018
<input type="checkbox"/>			2019 Work First Forum	0000005069	13100	Active	06/18/2019	06/20/2019
<input type="checkbox"/>			UCDA Design Conference 10/19	0000005284	13100	Active	10/13/2019	10/15/2019
<input type="checkbox"/>			WA State BA Conference	0000000246	13100	Active	11/10/2015	11/10/2015
<input checked="" type="checkbox"/>			Civitas Annual Summit	0000002196	13100	Admin Cancel	04/09/2017	04/11/2017

## 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).

Expense Processes | Selected Business Units

Run Control ID: expacen | Report Manager | Process Monitor | Run

Select All | Deselect All | Refresh

If the run control id is new, hit 'Save' first and then 'Refresh' to update the transaction counts. | Transfer To Pay Cycle Process

**Process Request Parameters**

	Expense Reports	Cash Advances	Payments		Time Reports
<input type="checkbox"/> Stage Payments	2	1	4	<input type="checkbox"/> Post T & E to Project Costing or	0
<input type="checkbox"/> Publish to Payroll			0	<input type="checkbox"/> Publish Elapsed Time	
<input type="checkbox"/> Post Liabilities	2	1		<input type="checkbox"/> Advance Reconciliation	Reconciliations
<input type="checkbox"/> Post Payments	4	0		<input type="checkbox"/> Airline Ticket Reconciliation	0
<input type="checkbox"/> Unpost Expense Report	0			<input type="checkbox"/> Unstage Payments	Payments
<input type="checkbox"/> Cancel Payments			1	<input type="checkbox"/> Update Paid Statuses	4
<input type="checkbox"/> Close Liability	0	0			4
<input type="checkbox"/> Escheat Payments	0		0		

Save | Return to Search | Notify | Add | Update/Display

Expense Processes | Selected Business Units

## QRG

[Editing Employee EX Profiles](#)

## Enhancement – Escheatment Functionality for Travel and Expenses Payments

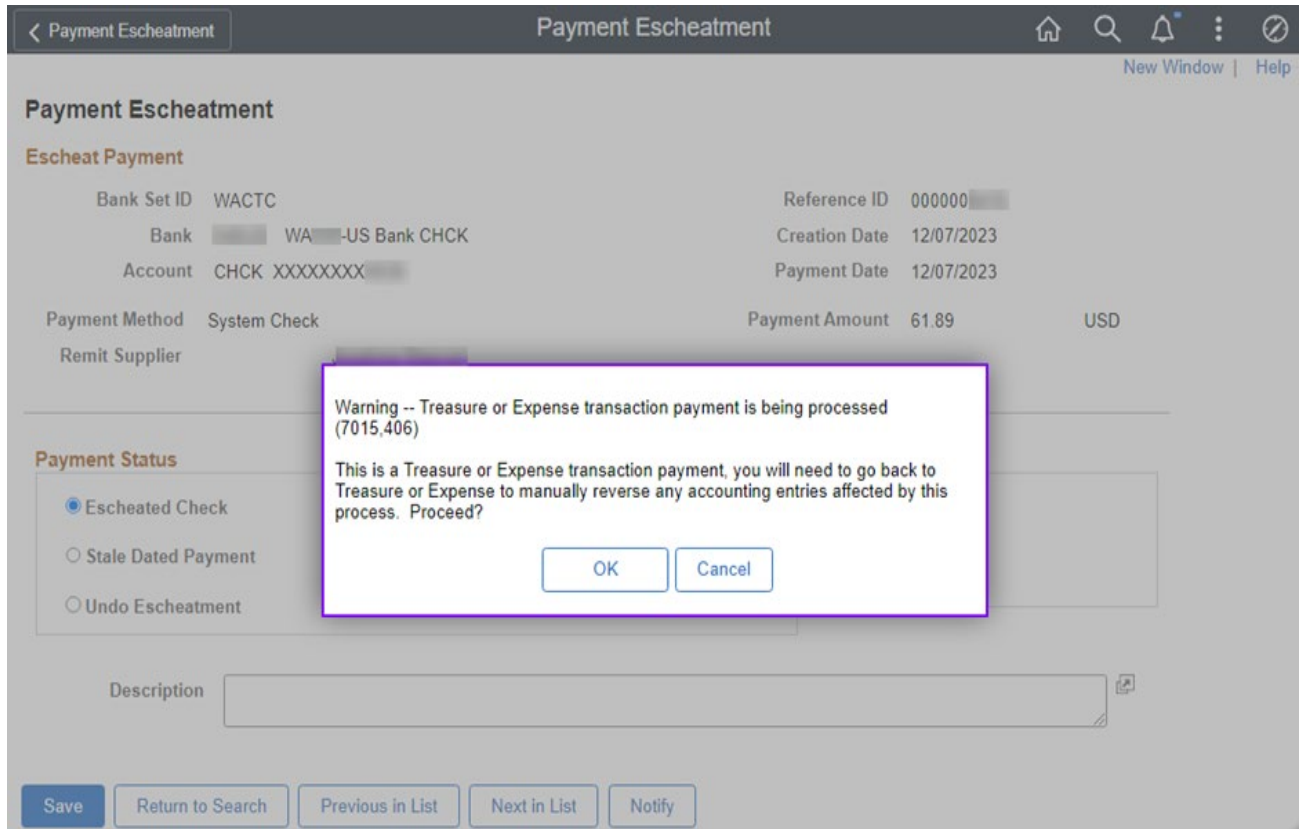
Escheating Payments is now available for Expense payments in A/P. And the Expenses Processing Page has been updated to include Escheat Payments.

### Navigation

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

Menu > Travel and Expenses > Process Expenses > Expense Processing

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



## Image: 2<sup>nd</sup> part – Select Escheat Payments in Expenses Processing Page

Expense Processes
Expense Processing

---

Expense Processes
Selected Business Units

Run Control ID: expocen
Report Manager Process Monitor
Run

Select All
Deselect All
Refresh

If the run control id is new, hit 'Save' first and then 'Refresh' to update the transaction counts. [Transfer To Pay Cycle Process](#)

**Process Request Parameters**

	Expense Reports	Cash Advances	Payments		Time Reports
<input type="checkbox"/> Stage Payments	2	1	4	<input type="checkbox"/> Post T & E to Project Costing or	0
<input type="checkbox"/> Publish to Payroll			0	<input type="checkbox"/> Publish Elapsed Time	
<input type="checkbox"/> Post Liabilities	2	1		<input type="checkbox"/> Advance Reconciliation	Reconciliations: 0
<input type="checkbox"/> Post Payments	4	0		<input type="checkbox"/> Airline Ticket Reconciliation	0
<input type="checkbox"/> Unpost Expense Report	0			<input type="checkbox"/> Unstage Payments	Payments: 4
<input type="checkbox"/> Cancel Payments			1	<input type="checkbox"/> Update Paid Statuses	4
<input type="checkbox"/> Close Liability	0	0			
<input type="checkbox"/> Escheat Payments	0		0		

Save
Return to Search
Notify
Add
Update/Display

Expense Processes | Selected Business Units

## 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

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

**Jennifer Smith**

**Employee Information**

*Last Name: <input type="text" value="Smith"/>	*First Name: <input type="text" value="Jennifer"/>	Middle Name: <input type="text"/>
Preferred Last Name: <input type="text"/>	Preferred First Name: <input type="text" value="Jenny"/>	Preferred Middle Name: <input type="text"/>
*Display Name: <input type="text"/>		
Telephone: <input type="text" value="999/555-1212"/>	<b>Employee Base:</b> <input type="radio"/> Home <input checked="" type="radio"/> Office	



**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).**

<b>Employee Data</b>	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

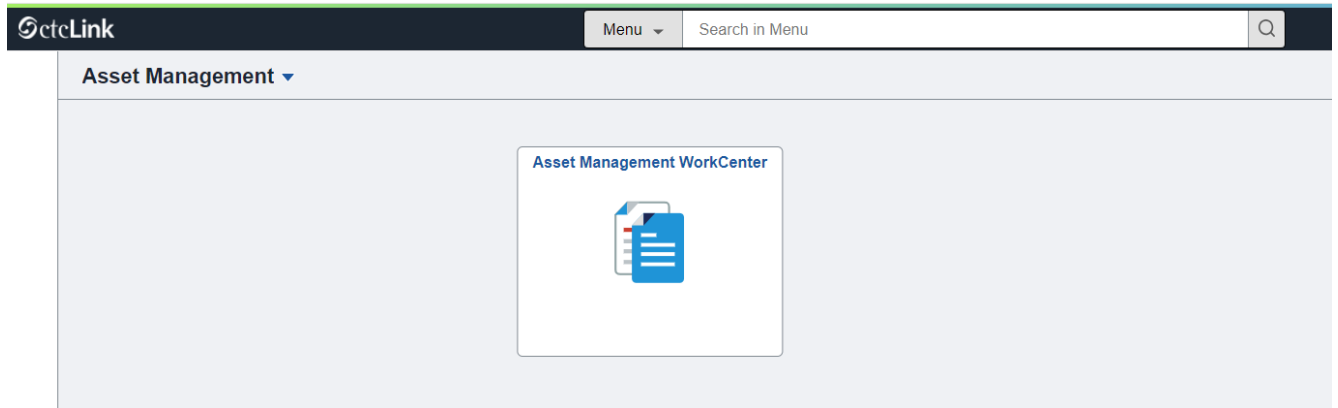
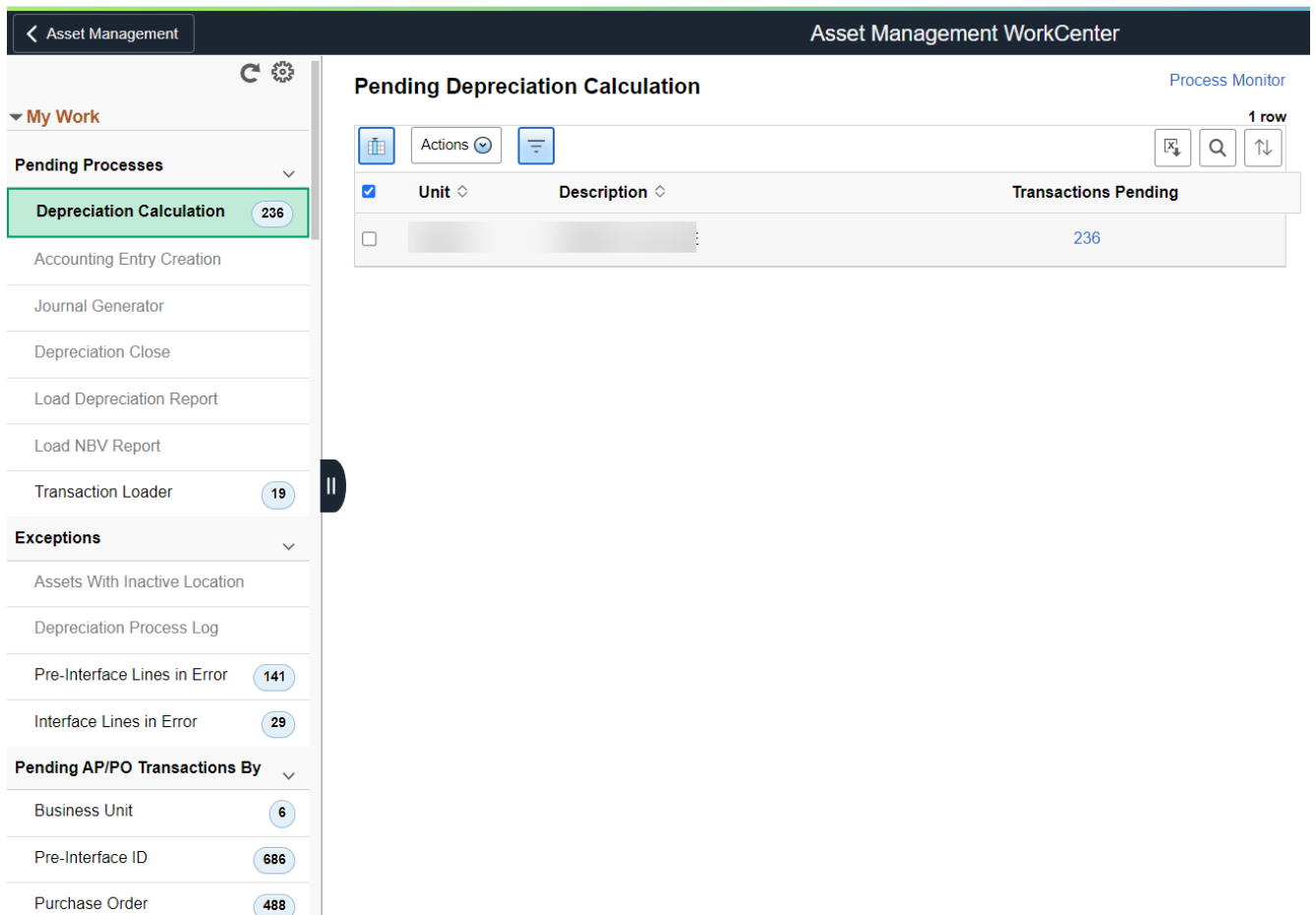


Image: Asset Management WorkCenter



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.

<b>WorkCenter pagelets, sections, and pages</b>	<b>New page, former name, and/or section change</b>
<b>My Work</b>	No Change
<b>Pending Processes</b>	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”
<b>Exceptions</b>	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)
<b>Pending AP/PO Transactions By</b>	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
<b>Links</b>	No Change
<b>Manage Assets</b>	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

<b>WorkCenter pagelets, sections, and pages</b>	<b>New page, former name, and/or section change</b>
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.
<b>Asset Review</b>	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
<b>General Links</b>	No Change
Review Open Transactions	No Change
Change/Delete Pending Trans	No Change
Search Audit Logs	No Change
<b>Queries</b>	No Change
Query Manager	No Change
<b>Asset Queries</b>	No Change
Converted Asset Validation	No Change
Depreciation Validation	No Change
AM Accounting Line Exceptions	No Change
<b>Queries</b>	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

<b>WorkCenter pagelets, sections, and pages</b>	<b>New page, former name, and/or section change</b>
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
<b>Pivot Grids</b>	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
<b>Monitor-Manager</b>	No Change
Process Monitor	No Change
Report Manager	No Change
<b>Reporting</b>	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.

## QRG

[Using AM Workcenter](#)



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Washington State Board for Community and Technical Colleges