



Financials and Supply Change Management Image 41 Overview

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CONTENTS

- Introduction.....3
- Grants.....3
 - Modify End Dates.....3
- Travel and Expenses.....5
 - Expense Report Creation – Receipts Required.....5
 - Cash Advance Creation – Combo Edit Rules Enforced8
 - Fluid Travel Authorization Creation.....10
 - Fluid - New Icons.....10
- Finance..... 11
 - Cash Management11
- General Ledger 13
 - Change in Edit Page13
 - Import Journal JRNL1_WS – returns an error message on reference.....14
 - Import Journal – Error message on Decimal over 2 digits.15
- Asset Management..... 16
 - Review Financial Entries Page – change to message16

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.

Grants

Modify End Dates

The Modify End Dates page now displays an additional commitment control field where the user can view what the new commitment control end date will be. This value will temporarily populate when the user selects the Copy New End Date button. The value will disappear when the user saves.

Additionally, when the user selects the Save button, a message will alert the user to a new process (GM_PRJ_KKUPD) that will run automatically to update the commitment control end date in the ACT_KK and DETAIL_KK ledger groups. *The college must still submit a ticket to have SBCTC adjust the commitment control end date in the PROJECT_KK ledger group.*

Navigation

Main Menu > Grants > Awards > Modify End Dates

Image: Modify End Dates Page

Modify End Dates

Award ID: 000000000000000003729 Title: Test WA000 CRC
 Reference Award Number: FEDaward#123 Contract Type: GRANT
 Federal Award Identification Number: Award PI: [Redacted]
 Award Start Date: 07/01/2022 Award End Date: 07/30/2023

Contract Lines

Select	Line	Product	Description	Price Type	Start Date	End Date	Status
<input checked="" type="checkbox"/>	1	GRANT_SVC	Reimbursable Grant Services	Rate	07/01/2022	07/30/2023	Active

Associated Projects & Activities

Commitment Control

Select	Actions	Project	Activity	Project Start Date	*Project End Date	Commitment Control Begin Date	Commitment Control End Date	New Commitment Control End Date
<input checked="" type="checkbox"/>	▼ Actions	0000008018	ADMIN	07/01/2022	07/30/2023	07/01/2022	06/30/2023	07/30/2023

Award Funding

Select	Project	Period	Begin Date	End Date	Funded Amount	Currency
<input type="checkbox"/>	0000008018	1	07/01/2022	06/30/2023	250000.00	USD

Award Modifications

Select	Reference Award Number	Period	Issue Date	Begin Date	*End Date	Amount	Currency
<input checked="" type="checkbox"/>	[Redacted]	1	[Redacted]	07/01/2022	07/30/2023	250000.00	USD

Project Team

Select	Project	Team Member	Name	Project Role	Schedule	Start Date	*End Date
<input checked="" type="checkbox"/>	0000008018	[Redacted]	[Redacted]	PI	1	07/01/2022	07/30/2023

Copy End Dates

New End Date: 07/30/2023

View Contract | Update Commitment Control Budget | Process Monitor

Image: Process Instance Pop-up Message

Process Instance 2517305 has been scheduled to update the commitment control dates.

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[Modifying CRC or FPC Grant Award End Dates](#)

Travel and Expenses

Expense Report Creation – Receipts Required

This Travel and Expenses Update is enforcing Receipts Required during Expense Report creation, if your institution has this feature turned on in their Expenses Definition. Depending on the minimum receipt amount determined by your institution, if you do not attach a receipt at the **line level** of the Expense Report, when you try to Submit for approval, an error flag will display at the Expense Line level and there will be a red flag in the No Receipt comment icon. If you select the red flag, you will see an error message pop up. At this point, you can attach a receipt at the line level, or you can select 'No Receipt' and enter a comment.

Navigation

Fluid Component > Employee Self Service > Expenses > Create Expense Report

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

Main Menu > Travel and Expenses > Expense Reports > Create/Modify

Image: Classic Expense Report Entry – Error Flags and Messages

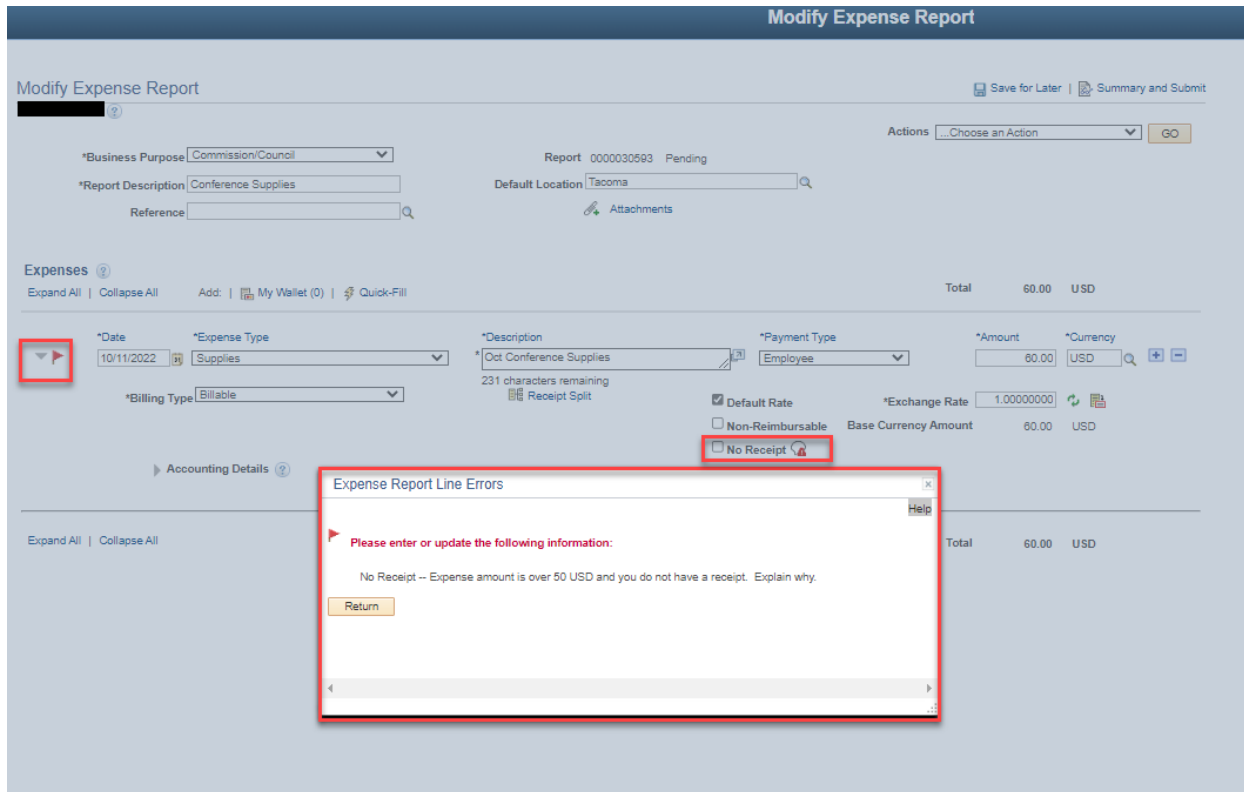


Image: Classic Expense Report Entry – Comment Entry

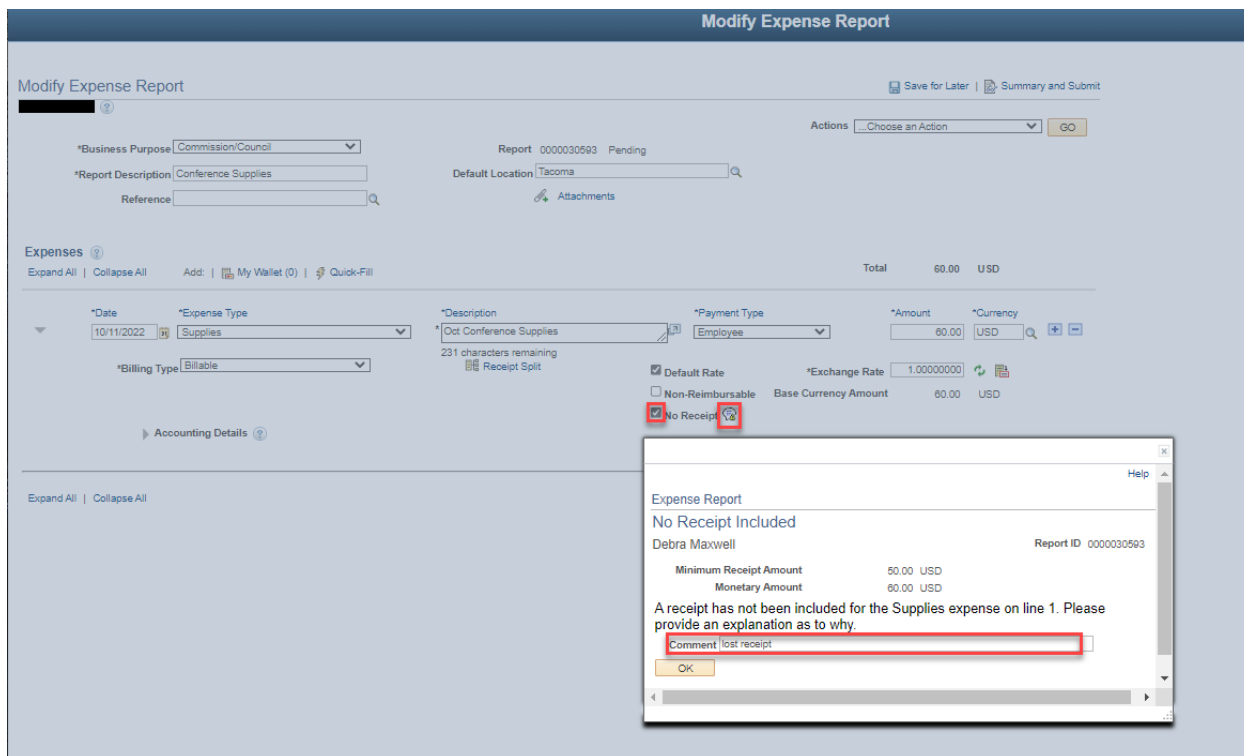


Image: Classic Expense Report Entry – Expense Line Attachment Icon

Expense Report | Create Expense Report

*Business Purpose: Athletics
 *Report Description: test
 Reference:

Default Location: Tacoma
 Attachments

Actions: Choose an Action GO

Expenses
 Expand All | Collapse All | Add: My Wallet (0) | Quick-Fill

*Date	*Expense Type	*Description	*Payment Type	*Amount	*Currency
10/12/2022	Miscellaneous	test 250 characters remaining Receipt Split	Employee	0.00	USD

*Exchange Rate: 1.00000000
 Base Currency Amount: 0.00 USD

Default Rate
 Non-Reimbursable
 No Receipt

Accounting Details

Expand All | Collapse All | Total: 0.00 USD

Image: Fluid Expense Report Entry – Attach Receipt Alert Flag

Expense Report | Expense Entry

tst
 Save Review and Submit
 Last Saved 10/14/2022 3:16PM

Total (1 Item) 60.00 USD

Add Delete Filter More

Friday, October 14, 2022

Supplies	Amount	Currency
test	60.00	USD

Supplies - 10/14/2022
 Review Duplicate Lines

*Date: 10/14/2022
 *Expense Type: Supplies
 *Description: test

Payment Details
 *Payment: PCard
 *Amount: 60.00 USD

Additional Information
 Attach Receipt (Required) No Receipts >
 Accounting 1 >
 Receipt Split

Exceptions
 Personal Expense: No
 No Receipt: No

Exception Comments
 Receipt Missing No Comments >

Image: Fluid Expense Report Entry – Exception Comment Flag not cleared when receipt is attached – you can still submit with the Exception comment flag displayed.

The screenshot shows the 'Expense Entry' interface. On the left, a summary table shows 'Supplies' for 60.00 USD on Friday, October 14, 2022. The main form area is titled 'Supplies - 10/14/2022' and contains the following fields:

- *Date: 10/14/2022
- *Expense Type: Supplies
- *Description: test
- *Payment: Employee
- *Amount: 60.00 USD
- Additional Information: Attach Receipt (Required) 1 >, Accounting 1 >
- Receipt Split button
- Exceptions: Personal Expense No, No Receipt No
- Exception Comments: Receipt Missing, No Comments >

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[Creating Expense Reports](#)

Cash Advance Creation – Combo Edit Rules Enforced

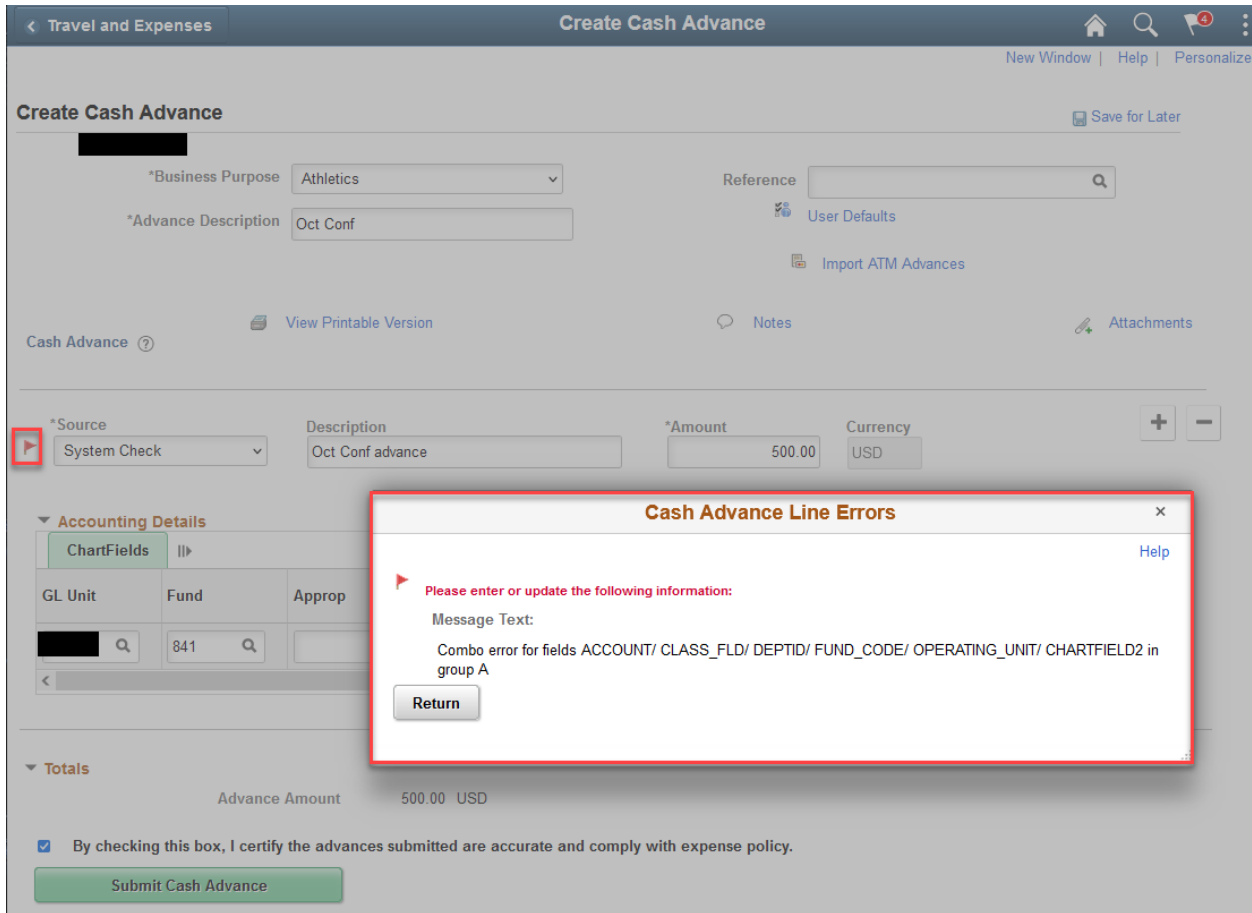
This Cash Advance update is enforcing Chartfield Combo edit rules upon Cash Advance Submission. If your Chartfield entries do not pass the validation process, a red flag will appear to the left of the Source Field. You can select the Red Flag to view the Error Message. You will not be able to submit your Cash Advances through the AWE until the chart string passes combo edit rule validation. Prior to this update, there was no combo edit rule validation and Cash Advances could be submitted for approval with invalid chart string combinations.

Navigation

Main Menu > Employee Self Service > Travel and Expenses > Cash Advance > Create/Modify

Main Menu > Travel and Expenses > Cash Advance > Create/Modify

Image: Create Cash Advance page with Error flag and message, due to Combo Edit Rule validation error.



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[Creating Cash Advances](#)

Fluid Travel Authorization Creation

This Fluid Travel Authorization update has improved the performance and workability of Fluid Travel Authorization creation. A long with the improved workability of the page, the Expense Types that auto populate in Fluid TA have been reduced to one item.

Navigation

Fluid Menu > Employee Self Service > Expenses > Travel Authorizations > Add Travel Authorization

Image: Fluid Travel Authorization Create Page

The screenshot displays the 'Travel Authorization' creation interface. At the top, there's a navigation bar with 'Travel Authorization Search' and 'Travel Authorization' tabs. Below the navigation bar, there are buttons for 'Report', 'NEXT', and 'Pending'. The main form area includes fields for '*Description', '*Business Purpose', 'Comments', '*Travel From', '*Travel To', '*Date From', and '*Date To'. There are also buttons for 'Submit', 'Save', 'Attachments', and 'Create A Cash Advance'. Below the form, there's a 'Details' section with a table. The table has columns for 'Expense Type', 'Description', 'Amount', 'Currency', 'Accounting', and 'Attachments'. The table contains one row with the value 'Airline outside State of WA' in the 'Expense Type' column. The total amount is 0.00 USD.

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[Creating Fluid Travel Authorizations](#)

Fluid - New Icons

Fluid Expenses and Fluid Approvals have new icons.

Navigation

Main Menu > Navbar > Approvals

Fluid Menu > Employee Self Service > Expenses

Image (Before): Icons

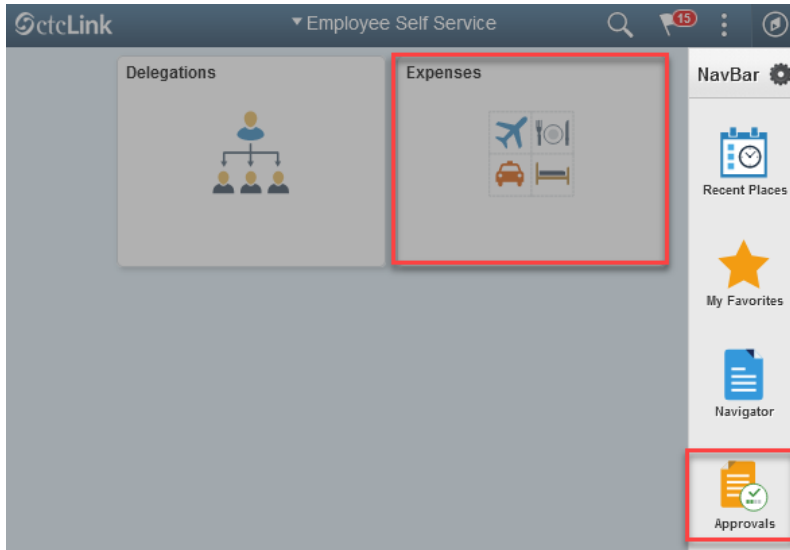
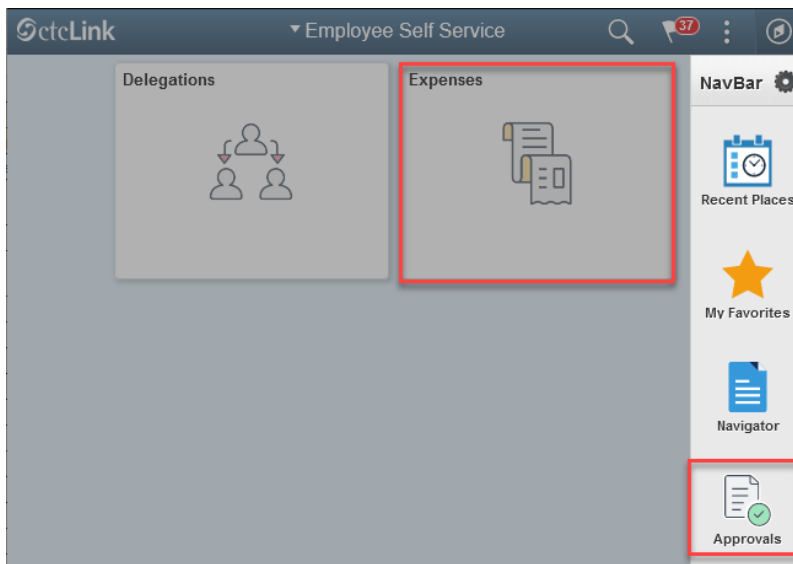


Image (After): Icons



Finance

Cash Management

This Finance pillar update fixes a display issue with Payment Dispatch.

Navigation

Cash Management > Settlements > Dispatch Payments

Image (Before): Payment Dispatch page

The screenshot shows the 'Payment Dispatch' interface. The search fields section is highlighted with a red box, and a red arrow points to the 'Delete Search' button. The 'Payment Analytics' chart shows 'Payments on Hold by Source for the Last...' with two bars: NP (North American Payroll) and AP (Payables).

Source System	Number of Payments
NP	1.0
AP	1.0

Image (After): Payment Dispatch page

The screenshot shows the 'Payment Dispatch' interface after a change. The search fields section is highlighted with a red box, and a red arrow points to the 'Delete Search' button. A red text box says 'This looks right, now'. The 'Payment Analytics' chart shows 'Payments on Hold by Source for the Last...' with a y-axis ranging from 0 to 60.

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9.2 Dispatching Payments

General Ledger

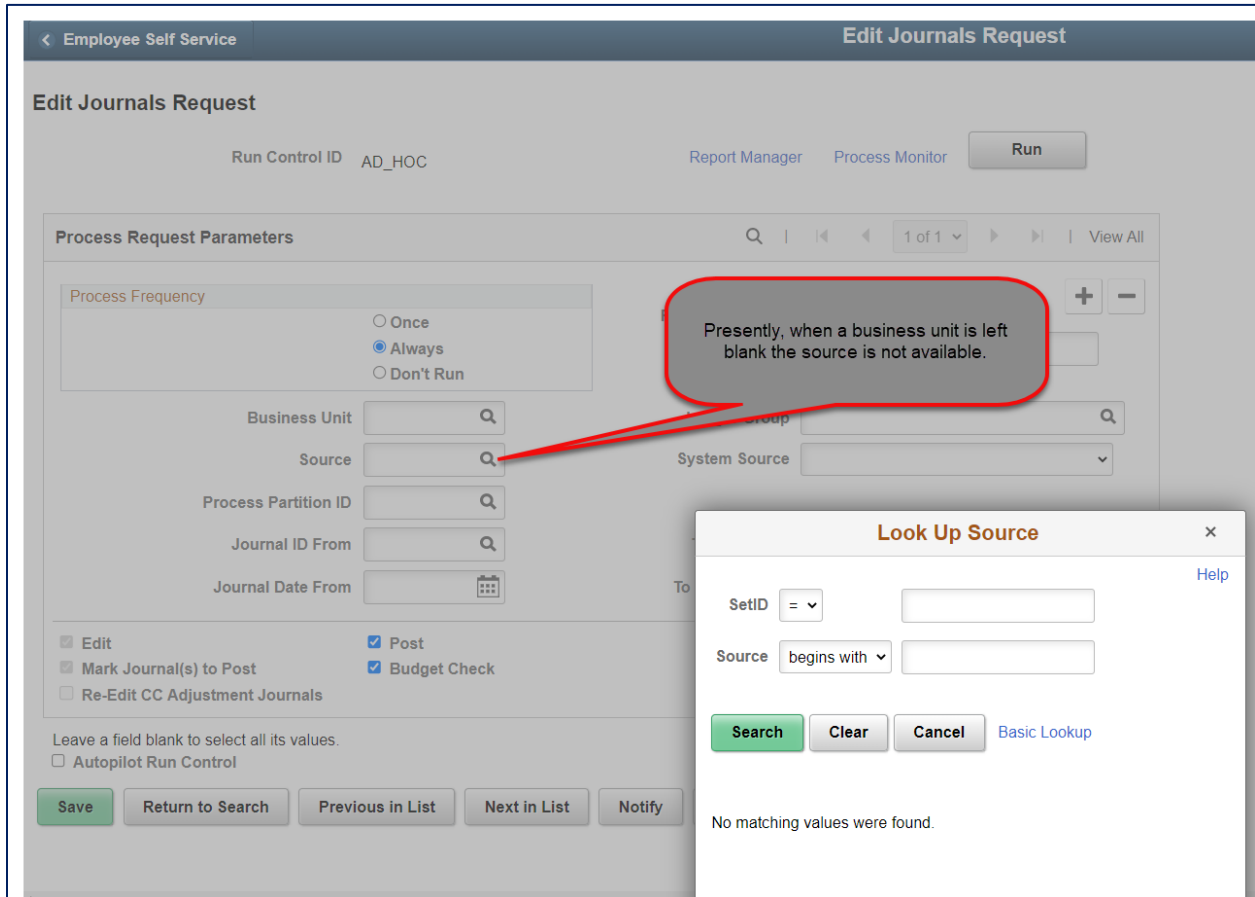
Change in Edit Page

The Edit page now allows you to select a source when the Business Unit is blank.

Navigation

General Ledger> Journals> Process Journals> Edit Journals

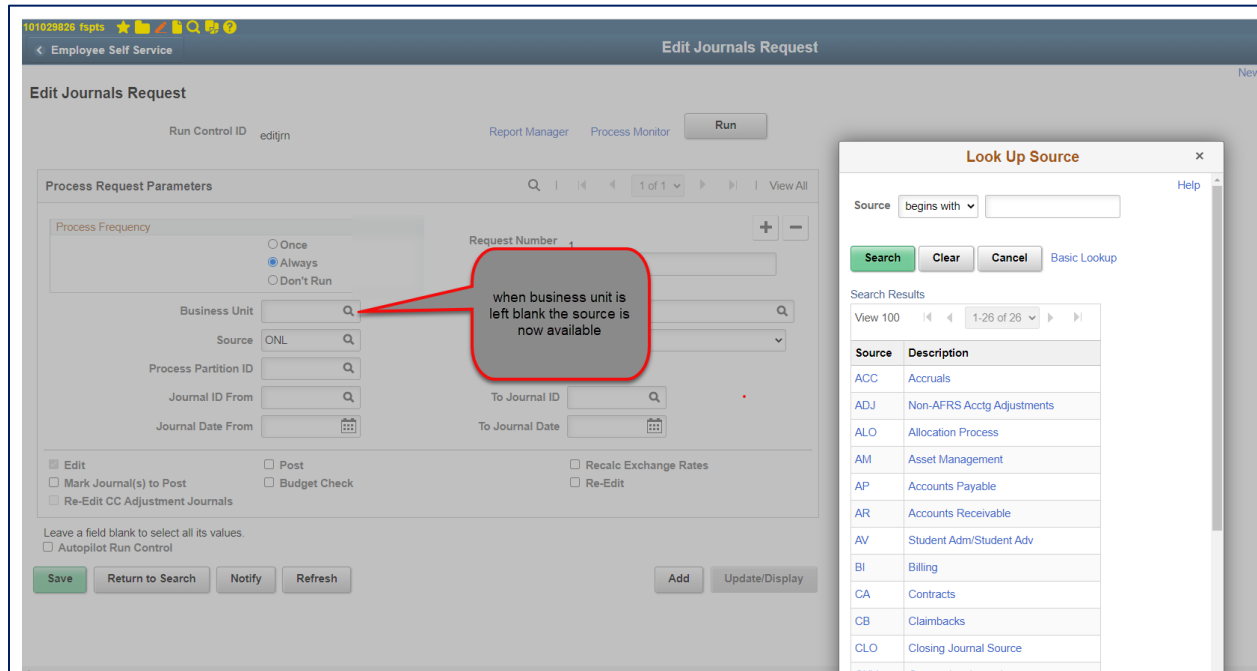
Image (Before): Edit Generals



Navigation

General Ledger> Journals> Process Journals> Edit Journals

Image (After): Edit Journals



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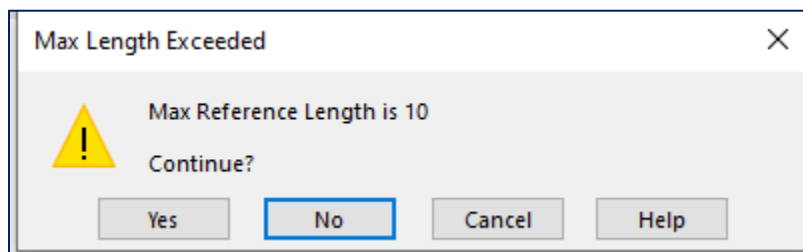
[9.2 Editing a Journal](#)

Import Journal JRNL1_WS – returns an error message on reference

The JRNL1_WS template is available by ERPS upon request.

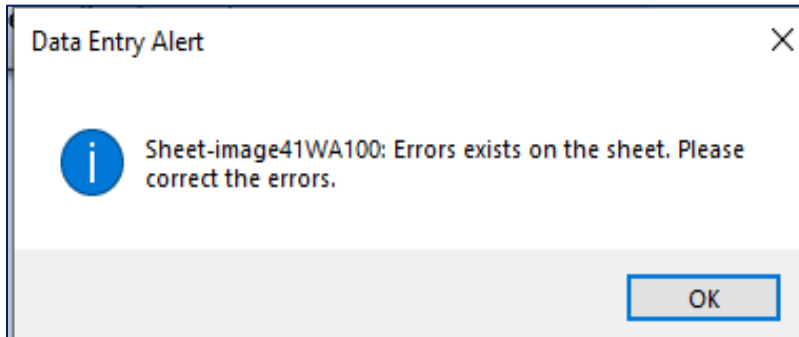
When entering a JRNL1_WS imported journal, a return message will occur asking you if you want to continue when the max length of 10 digits has been exceeded in the reference field.

Image: Max Length Exceeded



If continuing exceeding maximum length the user will receive another error, which is less descriptive.

Image: Data Entry Alert Error Message



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[9.2 Importing a Journal Spreadsheet](#)

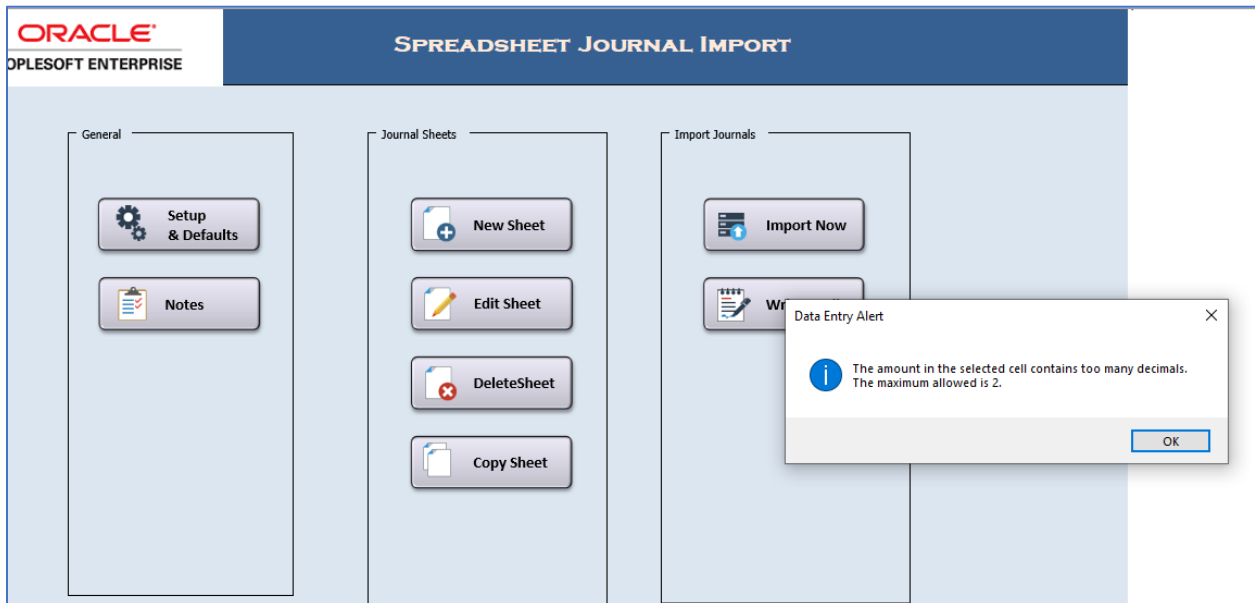
Import Journal – Error message on Decimal over 2 digits.

When importing a JRNL1_WS a message is now sent to user to indicate that they have exceeded 2 digits in an amount field prior to importing. In this example below the journal has been created and the user is saving the worksheet by clicking on the “Write to File”.

Navigation

General Ledger> Journals> Import Journals

Image (After): JRNL1_WS



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[9.2 Importing a Journal Spreadsheet](#)

Asset Management

Review Financial Entries Page – change to message

The review Open transactions now shows when “Create Accounting Entry” has not been run. This is useful at the end of the month. Before the Month-end Depreciation is run, you can verify that all the processes in Asset Management have been completed.

This example is showing that the “Depreciation Calculation” step has been run, but not the Create Accounting Entry. The column “Acctg Entry Creation Status” identifies an unrun “Create Accounting Entry” as pending.

Navigation

Asset Management> Depreciation> Open Transactions> Review

Image (Before): Screen shot (message says Never or Completed)

Business Unit	Asset Identification	Asset Book Name	Date/Time Stamp	Transaction Date	Accounting Date	Transaction Type	Depreciation Calc Status	Acctg Entry Creation Status	Reporting Process Status	Group Consolidation Status	User ID	Open ID
WA	0010559	WACTC	06/04/2020 8:03:05AM	05/29/2020	05/29/2020	Book Adj	Completed	Never	Completed	Never	1010	18
WA	0010559	WACTC	05/27/2020 2:52:53PM	05/27/2020	05/27/2020	Book Adj	Completed	Never	Completed	Never	1010	16
WA	0010551	WACTC	04/28/2020 2:32:10PM	01/08/2020	04/28/2020	Addition	Completed	Completed	Completed	Never	1010	5
WA	0010550	WACTC	04/29/2020 10:32:55AM	09/25/2019	04/29/2020	Addition	Completed	Completed	Completed	Never	1010	9

Navigation

Asset Management> Depreciation> Open Transactions> Review

Image (After): Screen shot (message now says Pending or Completed)

Business Unit	Asset Identification	Asset Book Name	Date/Time Stamp	Transaction Date	Accounting Date	Transaction Type	Depreciation Calc Status	Acctg Entry Creation Status	Reporting Process Status	Group Consolidation Status	User ID	Open ID
WA	000000000014	WACTC	09/27/2022 10:45:45AM	09/27/2022	09/27/2022	Addition	Completed	Pending	Pending	Never	1010	157

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[9.2 Review Open Transactions](#)



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Washington State Board for Community and Technical Colleges