

PeopleSoft Expenses Rel 9.2 Ed 1

Topics

- Defining General Options
 - Defining Installation Options for Expenses
 - Setting Up Expenses Options
 - Setting Up Expenses Business Units
 - Defining DCAA Requirements (USA)
 - Identifying Common Data and Global Features
- Setting up Security and Approvals
 - Setting Up Expense Users and Permission Lists
 - Defining Approval and Audit Rules
 - Defining Approval Options
- Setting Up Expenses Structure
 - Defining Business Rules for Expenses
 - Setting Up Expense Management Functions
 - Setting Up Locations and Rates
 - Creating Expense Templates
- Setting Up Employee Data
 - Loading Employee Data
 - Maintaining Employee Profiles
- Processing Travel Authorizations
 - Creating Travel Authorization Templates
 - Creating Travel Authorizations
- Processing Expense Transactions
 - Modifying User Defaults
 - Processing Cash Advances
 - Preparing Cash Advances
 - Creating Time Reports
- Approving Expense Transactions

- Describing Summary Approval Options
 - Performing Approvals and Audits
 - Modifying Approved Transactions
- Processing Payments
 - Describing the Expenses Payment Process
 - Staging Payments for Processing
 - Processing Payments in PeopleSoft Payables
 - Sending Payments to Payroll
 - Reviewing Payments
- Integrating with PeopleSoft Project Costing
 - Processing Project-related Expense Transactions
 - Sending Transactions to Project Costing
- Integrating with PeopleSoft General Ledger
 - Posting Liabilities and Payments
 - Examining Accounting Entries
 - Establishing Links with the General Ledger
 - Using the Journal Generator
 - Rolling Over Travel Authorization Encumbrances
- Managing Expense Transaction Exceptions
 - Canceling Expense Payments in Payables
 - Unposting Expense Reports
 - Modifying and Closing Cash Advances and Expense Reports
 - Creating Accounting Adjustments for Expense Reports
 - Reconciling Cash Advances
- Processing External Data
 - Describing External Expense Data
 - Reconciling Airline Tickets
 - Processing Imported Credit Card Data
 - Using Automated Teller Machine Data
 - Using Benchmark Data
- Examining and Archiving Expense Information

- Running Expenses Queries
- Running Reports
- Archiving Expense Transactions